



Part-Time AfterZone Assistant Site Coordinator

The Providence After School Alliance's (PASA) mission is to expand and improve quality expanded learning opportunities for Providence youth by organizing a citywide public/private system. Working in tandem with one another, PASA's AfterZone (for middle school) initiative offers Providence young people multiple pathways to learning beginning in middle school and continuing through high school. To learn more about PASA and our work please visit www.mypasa.org.

PASA is currently seeking candidates for the position of Part-Time Assistant Site Coordinator. The Assistant Site Coordinator is responsible for supporting the Site Coordinator in managing the daily operations of after school and expanded learning programs in-person and virtual. This is a **part-time, seasonal position**. Hours will range from **16-20 hours per week** depending upon the needs of the program. Programming hours are **Monday-Thursday 1:00-5:30pm. Select Fridays between 1:00-4:30 pm** will be required for ongoing planning and professional development. PASA is hiring for the following sites:

AfterZone- Nathan Bishop Middle School, West Broadway Middle School, Esek Hopkins Middle School, DelSesto Middle School, and Roger Williams Middle School.

Job Responsibilities:

- Strategically innovating AfterZone through weekly strategy meetings and long term projects
- Monitor virtual and/or in-person programming, providing tech support, taking attendance, and behavior management intervention when necessary.
- Assist in the development of curriculum planning and help to deliver activities to engage middle school youth
- Communicate via phone and written messages with parents and families regarding attendance and participation
- Assist with filing, organization and maintaining student records
- Maintain a high standard of professional communication while interfacing with program partners
- Ensure that equipment and supplies are maintained and appropriate for use
- Set up and distribute snack, program setup and clean-up at the end of the day
- Manage daily student attendance and data input
- Direct flow of student traffic during transition times and arrival/departure of youth
- Aid with student recruitment, special events, field trips and student demonstration days
- Help organize and effectively execute transportation dismissal, emergency protocols & procedures
- Assist with the implementation of any surveys or other assessment materials
- Facilitate the AfterZone Youth Council monthly meetings

Required qualifications:

- National Background Check.
- Highly organized with experience in Microsoft Office, Google Drive and Gmail.
- Desire to work with middle school youth in a positive youth development atmosphere;
- Creativity, patience, flexibility, and a sense of humor;
- Ability to improvise and remain mindful in potentially stressful situations:
- Previous work history with at least two years of working with youth;
- High school diploma or GED.

Desired Qualifications:

- Proven experience in youth development and community-based programs;
- Previous experience working in a licensed childcare program or after school program;



and/or

- Previous experience writing/planning activities for STEM, arts, sports, skills;
- Bilingual Spanish/English skills (or other languages);
- Bachelor's degree or equivalent professional experience.

Remuneration:

- Applicants will be interviewed for open positions until filled; candidates will be hired as seasonal and/or part-time employees. Payment will range from \$15.00 per hour based on experience with hours ranging between 16-20 hours per week during programming sessions.

To apply, please submit resume and cover letter to:

Eric Collins, HR Coordinator, HR@mypasa.org

OR:

Mail to: Providence After School Alliance

81 Carpenter St, Providence, RI 02903

Fax (401) 228-3915

PASA prohibits discrimination in employment, educational programs, and activities on the basis of race, color, religion, gender, sexual orientation, national origin, socioeconomic status, disability or handicap, age, marital status, family responsibilities, political affiliation, veteran status, gender identity/expression, domestic partnership status or HIV status. PASA also affirms its commitment to providing equal opportunities and equal access to PASA facilities.