



High School Part-Time Assistant Site Coordinator

The Providence After School Alliance's (PASA) mission is to help close persistent opportunity gaps by expanding and improving quality after school, summer and other OST learning opportunities for all the youth of Providence by organizing a sustainable public-private partnership that contributes to student success and serves as a national model. Working in tandem with one another, PASA's AfterZone (for middle school) and Hub (for high school) initiatives offer 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.

1. High School Assistant Site Coordinators – Job Description

PASA is currently seeking candidates for the position of Assistant Site Coordinator. The Assistant Site Coordinator is responsible for supporting the Site Coordinator in the daily operations of in-person and virtual after school programs. This is a **part-time, seasonal position from September – June**. Hours will range between **18-22 hours per week, Monday through Friday**, with typical hours from 1:30-5:30 p.m. including some flexibility.

Job Responsibilities:

- Responsible for daily youth attendance and data entry as well as supporting the ongoing maintenance of student records
- Support in the recruitment of students for programs through phone calls, texts, and emails.
- Monitor virtual programming, providing tech support, taking attendance, and behavior management intervention when necessary.
- Support program efforts such as youth and family engagement and attendance incentives
- Act as program point person in absence of Site Coordinator
- Set up and distribute meals, program setup and clean-up at the end of the day
- Aid with student recruitment and special events
- Maintain a high standard of professional communication that is both positive and productive while interfacing with program partners, school faculty, students, families and volunteers
- Help organize and effectively execute emergency protocols & procedures
- Assist with the implementation of any surveys or other assessment materials
- Update and maintain program social media platforms
- Co-facilitate Student Advisory Team meetings
- Support the planning and facilitation of programming and end of session events
- Attend professional development workshops

Required qualifications:

- Highly organized with experience in Microsoft Office, Google Drive and Gmail
- Desire to work with high school youth in a positive youth development atmosphere
- Creativity, patience, flexibility, and a sense of humor
- Ability to improvise, problem solve and remain mindful in potentially stressful situations
- Comfort with in-person and virtual work environments
- High school diploma or GED
- Valid National Background Check performed within the last twelve (12) months

Desired Qualifications:



- Previous work history with at least two years of working with youth
- Bilingual Spanish/English skills (or other languages)
- Associate's degree

Remuneration:

- Applicants will be interviewed for open positions until filled; candidates will be hired as seasonal part-time employees. Payment will range from \$15.00 - \$16.00 per hour based on experience with up to 22 hours per week.

To apply, please submit both a resume and cover letter (incomplete submissions will not be considered) 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.