



AfterZone Middle School Site Coordinator **Position Description**

About the Boys & Girls Clubs of Providence

Our mission: *To enable and inspire children and youth, especially those from diverse or difficult circumstances, to reach their full potential as productive, responsible, and healthy members of their community, the State of Rhode Island, and the nation.*

Founded in 1868, the Boys & Girls Clubs of Providence is the oldest continuously-operating Boys & Girls Club organization in the United States.

Annually, we provide more than 4,000 youth of ages 5-18 a safe and secure environment for help with homework, childcare, mentoring, athletic activities, and educational and career development opportunities. Today we serve youth at eight sites throughout Providence, including clubhouses in the Fox Point, South Side and Wanskuck neighborhoods, three locations in public housing sites, and year-round 21st-Century Community Learning Center programming with two public schools, including the AfterZone at Roger Williams Middle School and afterschool and summer programs at Dr. Jorge Alvarez High School.

The Boys & Girls Clubs of Providence is seeking a full-time AfterZone Middle School Site Coordinator at a Roger Williams Middle School. This position is funded through a five-year 21st Century Community Learning Center grant through the Rhode Island Department of Education. The AfterZone Site Coordinator is the primary contact with RI Department of Education for 21st Century Community Learning Center activities. The ideal candidate has experience supervising education and enrichment programs with school-age youth, experience in youth development and community-based programs and has the ability to work with a wide-range of community partners, school administration and faculty.

The Providence After School Alliance will organize the hiring of this position with the Boys & Girls Clubs of Providence. The position will work for the Boys & Girls Clubs of Providence and work with the Providence After School Alliance.

Major Roles and Responsibilities

Youth development & retention

- Actively engage youth in the design and implementation of the AfterZone
- Maintain a high level of communication with parents and families and host or participate in family events
- Provide support in the development and daily coordination of a youth learning and activity period called Club AfterZone
- Participate in the implementation of AfterZone and Hub (PASA's High School Initiative) transition framework

Program implementation & system operations

- Cooperate with school faculty, including school-based after school liaison and building principal, to ensure smooth program logistics
- Serve as main liaison between BCGPROV/ PASA staff and school partners to connect day time learning to after school learning
- Be available and accessible for daily communication with parents, youth, school staff and faculty, AfterZone staff, and program providers
- Provide oversight and coordination with BCGPROV/PASA in responding to emergencies and problems on site
- Support the coordination of city wide projects and events



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Data and program quality

- Oversee the collection, input, monitoring and review of youth data to measure and manage youth enrollment, participation, retention, and family outreach
- Work with BCGPPROV/PASA leadership and quality consultants to evaluate programming and site practice using a validated program assessment tool to ensure that youth participate in a quality learning experience
- Utilize youth and program data to manage relationships with program providers and school administration

Staffing & site management structure

- Supervise AfterZone front-line staff, volunteers and interns
- Work to support and develop staff members through professional development opportunities and targeted program observations
- Manage the flow of program vendors during daily programming time
- Act as program vendor's supervisor during their funded programming time
- Act as AmeriCorps members' supervisor during their scheduled program time and coordinate member support and development with AmeriCorps project coordinator.

Qualifications:

Required:

- a) BA or AA in Education or related work experience with at least 2 years supervising education and enrichment programs with school-age youth
- b) Proven experience in youth development and community-based programs
- c) Ability to work with a wide-range of community partners in developing effective, collaborative partnerships
- d) Experience working closely with school administration and faculty
- e) Ability to serve as higher-level administrative staff person to guide and support the AfterZone effort (proficiency in Microsoft applications, office management, ability to compile notes and e-mail notices, etc.), including ability to understand and manage budgets
- f) Experience working in community-based programs, with a clear understanding of urban issues and communities
- g) Ability to successfully pass all background checks if a conditional offer of employment is made, including but not limited to: RI DCYF clearance, State BCI, national fingerprint check and continued criminal monitoring, drug screen (includes marijuana screening), and internet searches.

Desired:

- a) Working knowledge of Providence and the AfterZone communities
- b) Fluency in English and Spanish (or other languages)
- c) Experience managing and leading front-line program staff
- d) A working understanding of human services, youth development, and current trends in after-school programs.
- e) Experience working with middle school youth or in a school setting
- f) Experience working with databases, online resources, etc
- g) Master's degree or equivalent, along with 3+ years of related professional experience

The salary range is the upper \$30Ks depending upon experience plus benefits



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Health Insurances: Medical, Dental, Vision

- Individual, individual & spouse, or family coverage available for eligible employees
- BGCP pays 75% of monthly premium; employee pays 25% through payroll deductions
- Health Reimbursement Arrangement (HRA) for medical plan
- Eligibility: full-time status, 30 days of continuous full-time employment, and then enrollment starts on the first day of the month following that.

Life Insurance/Accidental Death & Dismemberment Insurance

Long-Term Disability Insurance

Retirement Plan

- Boys & Girls Clubs of America 401k plan
- Eligibility: 1 year of continuous employment, at least 21 years of age, and at least 1000 hours worked in the 12 months prior to the Plan entry date.
- BGCP contributes 5% of your salary annually (spread out over 26 pay periods annually, based on your gross pay in each pay period).
- Employee can also contribute, through payroll deduction.
- BGCP will match up to an additional 3% of employee contribution.
- Vesting: after 3 years

Paid Time Off:

- Vacation: 21 days (including approximately 10 mandatory vacation days specified by BGCP)
- Occasional Absence: 8 days available
- Holidays: approximately 10-12 days (varies by calendar)
- For new full-time employees, Paid Time Off will be allocated on a pro-rated basis, depending on your full-time start date.

To apply for the position, please submit a current resume along with cover letter to:

Eric Collins
Providence After School Alliance
hr@mypasa.org

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