



**Providence After School Alliance**  
**Assistant Site Coordinator**

**About PASA**

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 out-of-school time (OST) learning opportunities for all the youth of Providence. PASA does this by operating a system of public-private partnerships that contributes to student success and serves as a national model. PASA's partnership model engages middle and high school youth in a variety of learning opportunities that spark their curiosity, connect them to real world experiences, and allow them to explore their interests. For additional information on the PASA, go to [www.mypasa.org](http://www.mypasa.org).

**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 after school and expanded learning programs. This a **yearlong position**. Hours will rank **between 18-20 hours per week, Monday through Friday 2pm-6pm**.

PASA is looking to hire an ASC to join our dynamic team at JSEC/360 High School.

**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
- Support the planning and facilitation of programming, including participating in programming, providing support, taking attendance, and behavior management intervention when necessary
- Act as a 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 special events such as youth and family engagement, end of session events, and attendance incentives
- 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 and 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 (*high school only*)
- Attend professional development workshops

## **Attributes**

PASA embodies an ethos of continuous quality improvement and is committed to offering an equitable, inclusive, and just working environment for staff and partners and program experience for youth and families. We seek staff with the following attributes:

- Dedication to youth voice, choice, and agency in all aspects of the work
- Investment in equitable practices for recruitment, retention, and support of youth in under-resources school districts
- Problem solver with a willingness to ask questions and support others in finding solutions
- Ability to navigate in and out-of-school issues and interact with community partners and school-based practitioners
- Ability to thrive in a fast-paced non-profit environment that values teamwork, perseverance, critical thinking, communication, and lifelong learning

## **Qualifications**

### **Required**

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

### **Desired**

- Experience in youth development and community-based programs;
- Previous experience working with youth;
- Bilingual Spanish/English skills (or other languages);
- Associate's degree or equivalent professional experience

## **Remuneration**

Applicants will be interviewed for open positions until filled; candidates will be hired as a yearlong part-time employee. Payment will be **\$17.00 per hour** with up to 20 hours per week.

**To apply for the position**, please submit **a current resume** and **3 professional references** to:

[hr@mypasa.org](mailto:hr@mypasa.org)

Providence After School Alliance  
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Providence, RI 02903

**PASA is an Equal Opportunity Employer**

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.