



## **AfterZone Middle School Site Coordinator** **Position Description**

### **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 by organizing a sustainable public-private partnership 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 PASA, go to [www.mypasa.org](http://www.mypasa.org).

### **Job Description**

PASA is seeking a full-time AfterZone Coordinator to oversee the successful daily implementation of the AfterZone at Esek Hopkins Middle School. As a free, citywide, after-school network for middle school youth, the AfterZone provides 1,500 youth with access to a wide variety of arts, sports and STEM programs—provided by over 30 community-based organizations—that offer self-driven opportunities for the development of new skills, experiential learning that feels relevant to youth, and incorporates youth voice and choice.

This position is funded through a five-year 21st Century Community Learning Center grant through the Rhode Island Department of Education (RIDE). The AfterZone Coordinator is the primary point person for all school-based work, collaborating with school administration, teachers, RIDE, and most importantly youth.

### **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 transition framework

#### **Program implementation & system operations:**

- Cooperate with school faculty, including school-based after school liaison and building principal, to ensure smooth program logistics and a strong partnership
- Serve as main liaison between 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 PASA in responding to emergencies and problems on site
- Support the coordination of citywide projects and events

#### **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



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- Work with PASA leadership and quality consultants to evaluate programming and site practice using a validated program assessment tool to ensure that youth participate in quality learning experiences
- 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

### **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
- Investment in equitable practices for recruitment, retention, and support of youth in under-resourced school districts
- Problem-solver with a willingness to ask questions and support others in finding solutions
- Go-getter, outgoing personality and excitement about commanding a room with large numbers of middle school youth
- 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:

- 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 with the ability to build relationships with youth
- 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 plan and facilitate programming

Desired:



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- a) Working knowledge of Providence and the AfterZone communities
- b) Fluency in 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

The salary range is the low 40Ks depending upon experience plus benefits (medical, dental, 403 (b), FSA, holidays, vacation and sick days).

To apply for the position, please submit a **current resume and cover letter** to:

Renee Lafond  
Providence After School Alliance  
hr@mypasa.org

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.