

Providence After School Alliance
AfterZone Summer Scholars Program Manager
Job Description

The Providence After School Alliance (PASA) and a team of Providence's leading youth serving organizations have worked together to create a nationally recognized system of high-quality out-of-school time programs for middle school youth in Providence – the AfterZones.

In partnership with Providence Public Schools, PASA is looking for a seasoned, dynamic program manager to help lead organizing and operating a summer learning program for up to 1,000 Providence middle school youth citywide.

A manager is needed to begin to plan, prepare, and deliver this high-quality, four-week summer experience. The position needs to start immediately and run through August, with the possibility of being extended through the summer of 2013.

The focus of this program is to provide youth with hands-on learning experiences that will enhance their critical thinking skills and combat summer learning loss. Youth will be engaged in a variety of experiential learning opportunities jointly led by community educators, middle school teachers, and after-school providers. The shared goal is to ensure that every youth has access to relationships, experiences and opportunities that contribute to their healthy development and success in school. For additional information on the AfterZones, PASA and the AfterZone site management agencies, and community partners, go to www.mypasa.org.

Roles and Responsibilities:

Program planning and implementation

- With guidance from the Director of Expanded Learning, develop and oversee budgeting, hiring, training, planning, scheduling and policies for summer programming
- Work on regular communications with the community program providers, Providence school teachers, and PASA staff during planning and implementation phases of the AfterZone Summer Scholars Program
- Organize citywide youth recruitment and enrollment plan
- Manage and monitor school-based and community-based programming throughout Providence
- Serve as primary contact for all emergencies and inquiries regarding safety from youth and families
- Organize three-month training leading up to the program launch and oversee regular weekly planning and staff debriefings
- Identify and solve logistical challenges to ensure the successful day operations of the AfterZone Summer Scholars program, including transportation, snacks, communications, and other needs identified through the planning process.
- Assure that all participation data is being accurately tracked and entered on a timely basis and that staff are communicating with families around youth participation, absences, etc.
- Work with PASA staff and AfterZone staff to oversee the full operations of the summer program and monitor quality of programming
- Prepare final program report for PASA, documenting all aspects of planning, preparation, implementation, and evaluation of summer programming

Staffing and management

- With guidance from the Director of Expanded Learning, and the assistance of the AfterZone Summer Scholars Team, design summer program schedule and program offerings with partners
- Recruit, hire and assign AfterZone summer staff with assistance of AfterZone Summer Scholars team members

- Develop an overall staffing plan for citywide summer program, combining existing staff with new hires
- Work jointly with PASA staff and AfterZone staff to develop and implement training program for all program staff pre and post program implementation
- Coordinate and, when appropriate, lead planning and training sessions along with members of the AfterZone Summer Scholars project team
- Assist evaluation team implement surveys, schedule interviews and organize outcome data

Recruitment and registration

- Develop and implement recruitment and registration process for youth to participate in the summer program, including communications with families
- Assure that all registration information is entered into the PASA database
- Develop information materials for parents relating to their child's summer schedule and plans

Qualifications:

Required:

- Program management experience, including work with youth learning and development programs.
- BA degree or equivalent blend of experience and education.
- Excellent communication, organizational management, and technology skills.
- Proven team leadership and management of staff and/or volunteers.

Desired:

- Experience leading and coordinating summer youth camp programming
- Extensive youth development program management experience
- Experience working with youth ages 11-14
- Knowledge of sports, recreation, arts and leadership programs and curriculum
- Classroom teaching and youth educational program experience
- Experience leading professional development segments for both formal and informal educators
- A working understanding of experiential and inquiry-based learning

Salary commensurate with experience; part-time option possible. Review of resumes will begin on Wednesday, February 8 and will continue to be accepted until the position is filled. Position to begin as soon as possible. To apply, please submit a cover letter and resume to: Eric Collins, Providence After School Alliance, 140 Broadway, Providence, RI 02903 or to ecollins@mypasa.org (preferred).