

Providence After School Alliance
The Hub Expanded Learning Opportunity Coordinator Job Description

PASA's mission is to expand and improve quality after-school, summer and other expanded learning opportunities for the youth of Providence by organizing a sustainable public private system that contributes to student success and serves as a national model.

The Hub, the high school initiative of PASA, is a citywide approach to building sustainable, high-quality expanded learning opportunities for high school-aged youth in Providence. The Hub, in partnership with the Providence Public Schools and the Juanita Sanchez Educational Complex, has built a process that connects high school youth to Expanded Learning Opportunities (ELO) resulting in high school credit. The Hub's ELO Community Partners provide students with after school experiences ranging from video game development, Android App development, English language programming, open source web development, environmental science, debate and much more. Each ELO is aligned with National Common Core standards and has been approved by the Providence Public School District. You can read more at: www.hubprov.com

The Hub's Expanded Learning Opportunity (ELO) Coordinator must be a seasoned professional who can orchestrate and manage this unique school and community partnership. The coordinator will work collaboratively with PASA staff and Providence Public Schools staff to refine and aid in the operation of a citywide after-school ELO system in two or more high schools. Daily activities include direct interaction with students, teachers and administration, community partners and families for recruitment, implementation and management of ELOs.

Under the direct supervision of the High School Director and in collaboration with the Director of Expanded Learning, the Hub's ELO Coordinator major duties and responsibilities include:

Program implementation & system operations

- Coordinating all administrative tasks related to the effective operation of the ELOs, including managing communications, organizing program schedules, standards alignment, evaluation, attendance and other logistics.
- In collaboration with PASA's Operations Coordinator and PASA's High School Director, developing and overseeing a coordinated schedule, communication and tracking plan for the ELOs.
- Supporting digital badge implementation into the ELO processes and trainings. Providing training to ELO stakeholders on www.hubprov.com.
- Facilitating an orientation program for program providers and partners to acclimate them to the history, context, and operations of ELOs.

Communication and relationship building

- Manage day-to-day ELO logistics and support activities within the school.
- Facilitating meetings with community and school ELO teams.
- Working closely with youth and families in recruiting and retaining youth participants and creating leadership opportunities for them.
- Working to recruit both community partners and teachers to jointly develop and lead ELOs.
- Documenting and writing clear reports as part of implementing the program
- Working, as needed, on some evenings and weekends.

Data and program quality

- Assisting PASA staff in developing and facilitating a professional development schedule for the primary ELO stakeholders of students, teachers and community partners.
- Advancing and linking partners to PASA's Quality Improvement agenda, including quality standards and indicators and professional development opportunities and partner self-assessment tools; working closely with community partners in managing and implementing an online tracking system throughout the Hub.
- Assisting PASA staff to implement assessments and a program evaluation

Skills Required:

- Ability to work with a wide-range of community and school partners in developing effective, collaborative partnerships and learning experiences.
- Ability to synthesize large amounts of information and communicate it effectively to different audiences.
- Ability to navigate in and out-of-school issues and interact with community partners and school-based practitioners.
- Experience working in community-based programs and familiarity with public high schools.
- Strong computer skills, with a working knowledge of Microsoft applications.
- Strong writing and communication skills.
- Bachelor's degree or equivalent community-based experience, along with 3+ years of related professional work.

Desired:

- Working knowledge of Providence community programs and/or high schools.
- Fluency in English and Spanish (or other languages).
- A balance of working on "start-up" projects and operating established programs.
- A working understanding of human services, youth development, and current trends in after-school programs.
- Experience in the education, after school and or community building field
- Planning experience
- Master's degree preferred along with 2+ years of related professional experience.

Position to start by August 2012; salary commensurate with experience and qualification.

The Providence After School Alliance is an affirmative action/equal opportunity employer.

Hours: Applicants interested in full-time or part-time hours may apply.

To apply for the position, please submit a current resumé, cover letter, and the names and contact information of at least three professional references to:

Eric Collins
Providence After School Alliance
140 Broadway
Providence, RI 02903
ecollins@mypasa.org
(401) 490-9599 (office)

PASA will begin reviewing applications on July 31st, 2012 and will accept applications until the position is filled. Additional information about The Hub and the Providence After School Alliance is available online at www.mypasa.org and at ELOs at www.hubprov.com.