



AfterZone Program Support Staff

The Providence After School Alliance (PASA) is currently seeking candidates for the position of Program Support Staff for the AfterZone. The AfterZone is a citywide after-school system for middle school youth arranged as “campuses” of after-school activities in Providence middle schools and surrounding community locations in Providence. PASA and a team of Providence’s leading youth serving organizations, called Site Management Agencies, are working together to organize, expand, and improve a collaborative system of high-quality out-of-school time programs for middle school youth in Providence. As an alliance of after-school providers, PASA and the AfterZone Site Management Agencies partner with public and private sector after-school providers, volunteers, youth and parents to invest time, talent, and funds to the AfterZone to provide a variety of safe, fun, and quality learning opportunities for hundreds of middle school youth. The following Site Management Agencies are hiring part-time Program Support Staff members.

Boys & Girls Clubs of Providence/Roger Williams Middle School
John Hope Settlement House/DelSesto Middle School
Providence Housing Authority/Esek Hopkins Middle School
Providence Public School Department/Gilbert Stuart Middle School
Providence Public School Department/Nathan Bishop Middle School

Job Responsibilities:

- Program Support Staff assist in the day to day logistics of the AfterZone. In addition, Program Support Staff is responsible for creating and leading Club AfterZone enrichment activities for (2) 1 hour blocks each afternoon from 3:10-5:10pm.
- This is a part-time, seasonal position. Hours will range from 16-25 per week depending upon the needs of each AfterZone site. Programming hours are Monday-Thursday 2:00-5:30pm. Selected Fridays from 2-4:30 will be required for ongoing planning and professional development.

Program Support Staff commit to full participation in the following:

Orientation, professional development, and planning

- Attend ALL orientation, ongoing professional development and planning sessions. Program Support Staff members will be expected to attend all of sessions assigned to their role. Please ensure your schedule will accommodate trainings and professional development sessions before submitting an application.

Development and Program Facilitation

- Serve as a positive role model for youth & work collaboratively with team members to implement Club AfterZone activities
- Plan and lead activities during Club AfterZone, which includes games, projects, career awareness and enrichment activities for youth that are engaging and positive
- Working knowledge or willingness to become familiar with the Providence community and school system

Logistical Support

- Set up and distribute snack, program setup and clean-up at the end of the day
- Manage daily attendance and data input
- Communicate via phone and written messages with parents and families regarding attendance and participation
- Direct flow of student traffic during transition times and arrival/departure of youth
- Help organize and effectively execute transportation dismissal, AZ emergency protocols & procedures
- Assist with program recruitment and special events such as End of Session celebrations



- Register students for program and update youth information on the program's online database
- Assist with the implementation of any surveys or other assessment materials
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Required qualifications:

- Valid BCI performed within the last eighteen (18) months, after March 1, 2013.
- Desire to work with middle school youth in a positive youth development atmosphere;
- Creativity, patience, a good work ethic, and a sense of humor
- Previous work history with at least two years of working with youth
- High school diploma or GED.

Desired Qualifications:

- Proven experience in youth development and community-based programs;
- Previous experience working in a licensed childcare program or after school program
- Previous experience writing/planning activities for STEM, arts, sports, and/or skills
- Bilingual Spanish/English skills (or other languages);
- Knowledge of Providence and the AfterZone communities;
- Bachelor's degree or equivalent professional experience.

Remuneration:

- Applicants will be interviewed for open positions until filled; candidates will be hired as seasonal and/or part-time employees for the respective SMAs. Payment will range from \$9.00-\$10.50 per hour based on experience with hours ranging between 16-25/week during programming sessions.
- Program Support Staff members will submit bi-weekly timesheets for review and for payment. Failure to turn in timesheets on the designated dates will result in a delayed payment by one pay period.

To apply, please submit resume and cover letter to:

Eric Collins, HR Coordinator, ecollins@mypasa.org

OR:

Mail to: Providence After School Alliance

140 Broadway, Providence, RI 02903.

Fax (401) 228-3915

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