# Job Description: After School Program Coordinator

<table>
<thead>
<tr>
<th>Position:</th>
<th>After School Program Coordinator</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Extended Learning</td>
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<tr>
<td>Reports to:</td>
<td>Extended Learning Program Manager</td>
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<tr>
<td>Supervises:</td>
<td>None</td>
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<tr>
<td>Status:</td>
<td>Non-Exempt, Full-time</td>
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<tr>
<td>Salary:</td>
<td>$28-31 hourly DOE with benefits</td>
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</tbody>
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Wah Mei School is the first Chinese American bilingual school to be established in San Francisco. Since our first class in 1974, our preschool program successfully promotes multiculturalism in developmental activities that emphasize both learning and playing for our participants. Our mission is to provide a safe and nurturing high quality Chinese-English bi/trilingual multicultural environment that promotes children’s development while building a supportive community for their families. Wah Mei School operates three (3) program areas: Early Care & Education (0-5), Extended Learning (School-aged), and Community Engagement.

## Summary of Position:
The After School Program Coordinator will be responsible for three main areas of work: 1.) opening and managing the morning portion of the BASE! (Before & After School Excellence!) ExCEL Program; 2.) serve as a substitute during the after school portion of the day; 3.) liaise with parents/caretakers/school.

The role of After School Program Coordinator will include supervising staff, providing a safe, engaging, and empowering environment for all participants, and communicating with parents, school staff, and community members. After school, the BASE! ExCEL Program will function as an afterschool program and the Program Coordinator will need to help fill in as a floater for absent staff or support staff as needed. The Program Coordinator will also act as a family liaison bridging communications between the program and parent/guardians and addressing any concerns with the BASE! ExCEL Program Manager.

The After School Program Coordinator position is a full time regular position. During the academic period, duties involve before and after school programs. During academic breaks, responsibilities support break camp periods (ie: Spring Break, Summer, Winter Camp, etc).

## Primary Responsibilities Include:

- Responsible for the implementation of the morning portion of the BASE! (Before and After School Excellence! program at AFY (Alice Fong Yu Alternative School). Must be available between 7:00AM - 9:30AM.
- Work collaboratively with the Extended Learning Program Manager to ensure smooth transition and effective after school programming.
- Work with the Extended Learning Program Manager to supervise all aspects of the morning portion of the BASE! ExCEL program (at AFY Alternative School) including opening procedures, supervision of staff, provide a safe and engaging environment for participants, and communications with participant families.

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- Serve as a family liaison to effectively communicate between the program and our families and work with the Extended Learning Program Manager to work on ways to best support participants with a “whole child approach” and problem solve as needed
- Meet with school leadership regularly and act as designated communication liaison between school day and after school staff, representing the interests and initiatives of the after school program to school day teachers and vice versa.
- Be available to serve as Substitute and provide support service in the after school portion of the BASE! ExCEL Program for absences, as needed
- Responsible for logistical planning (ie: events, activities, space usage, office management, organizational, etc) and administrative duties (ie: data entry, liaise with enrollment, filing, purchases, communication with families, etc) as assigned by the BASE! ExCEL Program Manager.
- Provide word processing and data entry support to the program, as needed
- Help implement quality assurance strategies to ensure the program is running smoothly and up to standards
- Attend trainings and other professional development that will help develop abilities and skills for this position
- Participate in community fairs, meetings, and other community and agency and program-based recruitment events
- Other duties as assigned

### Knowledge/Experience/Skills Required:

- Knowledge and experience with Childcare, Child Development, Before/Afterschool Programs, Youth Development, Community Development, and or Education
- Strong leadership with an ability to delegate tasks to staff
- Strong sense of responsibility
- Experience and passion for working with youth and families of all backgrounds
- Bilingual in Cantonese/English, preferred
- Ability to successfully work independently and in a team environment
- Excellent interpersonal and customer service skills
- Models good judgment and effective problem solving
- Strong organizational skills and attention to detail
- Strong written and verbal communication skills
- Detail oriented, analytical, ability to multitask
- Proactive, action oriented with strong time management skills
- Demonstrated ability to work effectively with diverse groups of individuals
- Minimum 1 year of relevant, paid work experience
- Occasional lifting up to 35 pounds, as needed

**Preferred Educational Background:**

- BA/BS in Child Development, Social Work, Psychology, Human Development, or Social Services degree.

**Minimum Requirements:**

- Must be available during morning (AM) before school session; 7:00AM-9:30AM
- An AA degree or higher OR
- Official transcripts reflecting 48 college units and a High School diploma/ equivalent OR
- Passed the CBEST and a High school diploma/equivalent OR
- Passed the SFUSD Instructional Aide exam

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