



## Job Description: After School Program Manager

**Position:** After School Program Manager  
**Department:** Extended Learning  
**Reports to:** Associate Director of Extended Learning  
**Supervises:** None  
**Status:** Non-Exempt, Full-time  
**Salary:** \$28-33 hourly DOE with benefits

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 has successfully promoted 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 as needed;
- 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:**

- Oversight and management of BASE! program in partnership with a co-manager. Responsible for all day-to-day operations including but not limited to staff supervision, safety, and programming.
- Hiring, training, and supervision of program staff.
- Management of Wah Mei Summer Program including but not limited to operations, staffing, safety, and participant recruitment.
- Supervise Chinese language learning in collaboration with the Chinese Language Specialist.



- Develop and manage middle school program opportunities including middle school volunteers.
- Manage and monitor the BASE! budget as it relates to program supplies, food, and activities.
- Outreach and community relations for BASE! and Summer Program events (ie: picnic, enrollment fairs, special events, etc), and agency activities.
- Assist and support in special projects, holiday activities, community events, and agency meetings, events, and activities. Participate in agency-wide activities, as needed.
- Attend training, workshops, and management, team, and staff meetings as required.
- 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
- One (1) year of coordinator or manager level experience in on-site or off-site (school-based) before/after school and summer day camp experience required. Proven ability to lead and motivate a team.
- Management of Wah Mei BASE! ExCEI & Summer Program including but not limited to operations, staffing, safety, and participant recruitment.
- Develop and manage middle school program opportunities including middle school volunteers.
- Manage and monitor the BASE! budget as it relates to program supplies, food, and activities.
- Outreach and community relations for BASE!, Summer Program, Camps events (ie: picnic, enrollment fairs, special events, etc), and agency activities.
- Assist and support in special projects, holiday activities, community events, and agency meetings, events, and activities. Participate in agency-wide activities, as needed.
- 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
- Attend training, workshops, and management, team, and staff meetings as required.
- Occasional lifting up to 35 pounds, as needed
- Other duties as assigned.

**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; 7:00 AM - 9:30 AM and (PM) after school session; MTTT 3:15 PM - 6:00 PM & W 2:00 PM - 6:00 PM
- 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
- Must be able to provide TB and medical clearance.
- Must be able to pass fingerprint and DOJ clearance.
- CPR and First Aid Certification preferred.
- Wah Mei School requires staff to be vaccinated against COVID-19. (Exemptions: Medical Reasons and Religious beliefs. However, the individual must provide a negative covid test within 72 hours before the start date and a negative covid test every 2 weeks).

To Apply, please send a resume and cover letter indicating your interest to [hire@wahmei.org](mailto:hire@wahmei.org). Please include three references, including their relationship to you and how long you have known them.