
After School Program Coordinator

(Non-Exempt, Full-Time)

Under the general direction of the Community Mental Health Program Manager (CMHP PM) this position is responsible for development and execution of the Positive Youth Development After School Program (PYDAP) for middle schoolers. This program is a newly funded grant position supported by the State of Alaska and Alaska Afterschool Network. The Afterschool Program Coordinator (ASPC) must have the capability to provide behavioral interventions and to teach problem solving. The ASPC must also conduct their professional life as a socially appropriate model for YAS clients and Sitka School District students.

The after-school program will take place within Blatchley Middle School and include snacks, time for homework, physical activities, positive relationship education, and substance use/abuse education. The program can also include activities like art and music, cooking instruction, outdoor activities, or established curriculum in various areas. The ASPC will work closely with CMHP PM and community partners to complete education requirements of the grant. This school-based position will also require supporting school conduct rules, as well as keeping the classroom and school spaces clean and in good repair.

Out-of-school activities are included in the scope of this grant. The ASPC will continue to provide programming for middle school youth during winter and summer break. The ASPC will be responsible for working with community partners to access current out of school time activities in our community or can create and lead new activities.

Essential Job Functions

- Teach skills to students during activities.
- Communicate effectively with a wide range of children and families.
- Maintain consistent structure and provide therapeutic limits.
- Provide proactive interventions.
- Demonstrate skills in active listening.
- Demonstrate initiative and use effective problem-solving skills.
- Assess situational risk and crisis conditions.

- Document daily treatment notes which meet agency policies and state and federal regulations.
- Understand and maintain client confidentiality.
- Follow written protocol from medical personnel.
- Responds appropriately to crisis without immediate backup, and responds to emergency situations, medical, fire, etc.
- Attend staff meetings and one-on-one supervision.
- Ensure program meets state grant requirements.
- Plan and execute daily afterschool activities at Blatchley Middle School.
- Establish and maintain program structure; daily, weekly, and monthly program needs as well as broader school year and summer structures.
- Research and train on established curriculum programs applicable to PYDAP and the agency mission or student body interests.
- Communicate and work with community partners.
- Conduct annual family “Lights On” event in October in collaboration with CMHP PM and Parks and Recreation.
- Attend Afterschool Network conference annually.
- Perform other related tasks as assigned.

Knowledge, Skills, and Abilities

- Understand that behavior problems are an opportunity for therapeutic teaching.
- Demonstrate an understanding of cultural issues in the treatment process.
- Appropriate sensitivity to client and family needs.
- Understand the importance of and maintain a clean, healthy living environment.
- Ability to use First Aid and CPR.
- Actively use agency policies and procedures.
- Utilize Microsoft 365 to perform administrative tasks.
- Communicate effectively both orally and in writing.
- Demonstrate basic computer skills.
- Ability to lift and move up to 50 lbs.

Licenses and Certifications Needed

- Must be able to successfully pass State of Alaska Background Check
- Must be able to successfully pass TB Test (current)
- Must be able to obtain current CPR/First Aid

- Current Alaska driver's license
- Possess a valid driving history for the past 5 years

Minimum Qualifications

- Bachelor's degree with an emphasis in human services, social work and education preferred or comparable experience in childcare, youth development, or other youth programming.

I acknowledge that I have received a copy of this job description.

Signature

Date

NOTE: YAS is a dynamic organization changing as needed to best address its goals. This job description is representative of duties at a moment in time and is intended as a "living document" updated periodically to reflect changes in job responsibilities and/or emphasis. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job and identify performance measures and potential training needs.