



Programs of the Western Pennsylvania School for the Deaf

Job Title: Coordinator of After School Programs (Extracurricular Activities, Athletics, Transition, and Workforce Development, etc.)

Reports To: Assistant Director of Student Life and Dean of Boys

Schedule: TBD (40 hours/week 204 days) *Note - Start and end time may vary by day depending on program needs. Weekend work required.

Position Summary:

The Coordinator of After School Programs (Extracurricular Activities, Athletics, Transition, and Workforce Development, etc.) is a salaried exempt position that provides leadership, organization, and oversight for athletics, extracurricular programs, and student development initiatives. This role includes supervising staff, managing budgets, coordinating scheduling, and promoting positive behavior practices. The Coordinator also supports transition skill development, independent living skills, and student engagement both in and out of the classroom.

Position Start Date: August 17, 2026

Key Responsibilities:

Athletics

Plan, implement, manage, and evaluate athletic teams, after-school activities, and student clubs to ensure engaging, inclusive, and developmentally appropriate programming.

- Collaborate with the supervisor to develop and manage the athletics program budget, including allocations for coaching stipends, team travel, equipment, officials, and facility needs.
- Supervise, mentor, and evaluate coaches and program staff, providing ongoing guidance, support, and performance feedback to ensure high-quality program delivery.
- Coordinate and oversee scheduling for practices, competitions, activities, and facility usage, including fields, courts, and weight rooms.
- Plan and manage team travel logistics for competitions, tournaments, and events, including traveling with teams as needed to provide supervision and support.
- Secure and coordinate officials and umpires for athletic events, ensuring proper assignment and compensation in alignment with budget guidelines.
- Serve as the liaison with athletic associations and leagues to ensure compliance with rules, regulations, and participation requirements, and represent the program at meetings, conferences, and events.
- Organize and implement clinics, enrichment opportunities, and training programs, including strength and conditioning and youth/elementary athletics initiatives that promote skill development and program growth.
- Coordinate communication of game results, team updates, and program highlights through internal channels and external media to support program visibility and engagement.
- Prepare and present reports summarizing team performance, program outcomes, and opportunities for growth

and improvement.

- Mediate and resolve conflicts involving athletes, coaches, and staff in a professional and timely manner.
- Ensure a safe and structured environment by enforcing program policies, promoting positive behavior, and ensuring all accidents, injuries, and incidents are properly documented and reported in accordance with organizational procedures.

After-School Programs

- Supervise, coordinate, and evaluate after-school programming and staff.
- Manage the after-school program budget, including staff stipends, supplies, and materials.
- Work collaboratively with staff to create and schedule structured weekly activities for students.
- Coordinate development of structured weekend programming and student activities.
- Oversee clubs and student activity advisors as necessary.
- Assist with planning and coordination of graduation-related events and activities.

Student Development & Transition Skills

- Integrate transition and independent living skill development into programs.
- Promote student responsibility, teamwork, leadership, and accountability.
- Support self-advocacy and communication skills, including ASL proficiency.
- Facilitate real-world skill-building: time management, organization, pre-employment readiness, and social-emotional growth.
- Collaborate with educational staff to align programming with IEP transition goals.
- Monitor and document student progress in skills and program engagement.

Social Media, Promotion & Recruitment/Retention

- Promote student activities, achievements, and programs through social media and school communications.
- Highlight student participation during school and extracurricular activities.
- Support recruitment by showcasing opportunities and school culture.
- Enhance retention by fostering engagement, pride, and a sense of belonging.
- Ensure all content follows school policies and privacy requirements.

Additional Responsibilities

- Assist with summer camp programs, Special Olympics, and inclusive opportunities.
- Support recruitment and retention initiatives.

- Provide coverage for staff or student supervision as needed.
 - Assist with school-wide events and special programs.
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Skills & Competencies:

- Leadership and staff supervision
 - Program planning, organization, and evaluation
 - Budget management and resource allocation
 - Conflict resolution and mediation
 - Student engagement and development
 - Transition skill integration and independent living support
 - Social media communication, marketing, and community engagement
 - Strong interpersonal and communication skills
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Qualifications:

- Bachelor's degree in Education, Sports Management, Recreation, or related field preferred.
- Experience coordinating athletic or extracurricular programs in youth or educational settings.
- Supervisory experience and program budget management required.
- Knowledge of transition planning, independent living skills, and student development preferred.
- Experience with social media promotion, marketing, or community engagement preferred.
- Experience working with deaf or hard-of-hearing students and ASL proficiency preferred.
- Strong leadership, communication, and organizational skills.
- Flexible schedule including evenings, weekends, and travel for competitions.
- The Sign Language Proficiency Interview for the position is "Advanced". The minimum level accepted at hire is "Intermediate".

Clearances Required:

- PA Criminal Background, PA Child Abuse, and FBI clearances required. Physical, TB and Drug Screen also required.

Application Procedure:

Send letter of application and resume to:
Western Pennsylvania School for the Deaf
300 East Swissvale Avenue
Pittsburgh, Pennsylvania 15218
employment@wpsd.org