



## **Position Description**

### **Program Manager-Out of School Time Programming**

**Reports To:** Executive Director  
**Date Prepared:** January 2, 2018  
**Supervisory Responsibilities:** NA  
**FLSA Status:** Exempt

#### **Position Summary:**

The Program Manager supports the achievement of Excel Beyond the Bell (EBB) and other out of school time programs in Montgomery County. Duties include coordinating Out of School Time (OST) community partners, developing common benchmarks and outcomes that lead to successful programming, contract oversight and knowledge-sharing of best practices. This person will work in collaboration and coordinate efforts with key program leaders including the Montgomery County Department of Recreation and Montgomery County Public Schools, and community-based partners engaged in out of school time programs.

#### **Primary Responsibilities:**

##### **Support the Selection, Contracting and Monitoring of Collaboration Council-funded OST Programs**

- Leads the procurement and contract execution tasks (with assistance of other Collaboration Council staff)
- Monitors contract compliance of public and private vendors delivering OST services
- Reviews and approves detailed monthly invoices
- Conducts site visits
- Provides on-going technical assistance in individual, group and electronic formats
- Ensures that qualitative and quantitative data are collected
- Tracks and reviews programmatic reports and approves fiscal invoices for payment
- Ensures that program funds are spent within the budget
- Drafts reports summarizing the program performance of contractors for a variety of stakeholders

##### **Support Professional Development Opportunities for OST Practitioners in collaboration with the Community of Practice (CoP) Director**

- Assists the CoP Director in identifying and arranging in-person and on-line professional development focused on the OST learning community
- Provides resources to the CoP online learning community

**Plans and supports the scheduling, problem-solving, reporting, and marketing of all EBB activities and classes**

- Participates in all Excel Beyond the Bell committees including but not limited to: EBB Executive Committee, EBB Coordinating Committee, Recreation Site Coordinator meetings, EBB provider meetings
- Provides coaching to leaders of EBB organizations and other OST programs in Montgomery County as needed

**Helps Obtain Resources**

- Assists in identifying prospective funders, writing proposals and participating in fund-development activities for the Collaboration Council related to OST programming, academic achievement and youth development
- Assists the ACE Academy 21<sup>st</sup> Century Community Learning Center project director in locating resources for program sustainability

**Support OST Programs in Achieving and Assessing OST Standards**

- Works with the Director of Research to prepare reports and ensure all required data is provided to funders, local government, partners and other stakeholders

**Outreach and Public Awareness**

- Assists in publicizing the work and importance of OST efforts and the role the Collaboration Council as the backbone coordinator body for OST programming. Communication will include social media strategies, presentations and written documentation
- Facilitates and plans promotional and recognition events

**Other Responsibilities:**

- Other duties as assigned by the supervisor of this position

**Working Conditions:**

- Travel is required, both within the county, and state
- Some late afternoon, evening and weekend hours will be required to accommodate OST program schedules and to participate in special community events
- Valid driver's license and access to reliable personal vehicle required

**The position may be reassigned and responsibilities may be modified or changed at any time to fulfill organizational requirements.**

**POSITION REQUIREMENTS**

**Experience and Education:**

- Bachelor's degree required in education, adolescent developmental psychology; Masters preferred
- Demonstrated understanding of OST program performance measurements
- Five or more years of experience in one or more areas of youth development (out-of-school time, education administration, classroom teaching experience)
- Preference for familiarity with Montgomery County and its culturally and linguistically diverse populations

**Skills and Abilities:**

- Effective interpersonal problem solving, negotiation and collaboration-building skills.
- Proficient technology skills including use of social media; experience with web-based learning platforms preferred
- Understanding of best practices related to youth and adult learning
- Excellent written and oral communication skills
- Excellent observation skills
- Ability to handle multiple assignments simultaneously
- Ability to work independently, exercising sound judgment
- Exceptional observational skills.

Salary is commensurate with degree and experience.

Position is Open until Filled. Please direct letter of interest including salary requirements and resume to: [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org) **Please reference Excel Beyond the Bell Manager in the Subject Line**