



Position Description

Program Manager, Out-of-School Time Programming

Reports To: Executive Director
Date Prepared: May 15, 2018
Supervisory Responsibilities: NA
FLSA Status: Exempt

Position Summary:

The Program Manager supports the recognition and quality of Excel Beyond the Bell (EBB) and other out of school time (OST) programs in Montgomery County. Duties include coordinating 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) for EBB service providers
- Monitors contract compliance of public and private vendors delivering OST services for EBB
- Reviews and approves detailed monthly invoices for payment
- 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
- 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 EBB 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
- Works with the Collaboration Council Communications Manager to update the EBB website on a regular basis

Helps Obtain Resources

Assists in identifying prospective funders, writing proposals and participating in fund-development activities for the Collaboration Council, as requested by the Executive Director

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 of the Collaboration Council as the backbone coordinating 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 within the county is required
- 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 development or related areas; 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
- Familiarity with the Youth Program Quality Intervention (YPQI) model or Advancing Youth Development (AYD) helpful
- Familiarity with ETO (Efforts to Outcome) software is a plus

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

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 **Please reference Program Manager, Out-of-School Time Programs in the Subject Line.**