



## **Out of School Time Program Coordinator**

Positive Youth Development, OST Department

Reports to: Out of School Time Program Director

No supervisory duties

Full Time, Exempt

Salary: \$60,000 with generous benefits including health, dental, vision, and 401K

**Position Description:** This Program Coordinator supports the recognition and quality of school and community-based youth programs, specifically Excel Beyond the Bell (EBB) and other youth development and out-of-school time (OST) programs in Montgomery County. Duties include managing and coordinating Youth Development & OST community partners and providers, developing and implementing program standards and outcomes in alignment with Positive Youth Development that leads 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 Health & Human Service Department, Montgomery County Department of Recreation and Montgomery County Public Schools, and community-based partners engaged in youth development/out of school time programs.

### **Essential Duties and Responsibilities:**

- Support the procurement and contract execution tasks (with the assistance of other Collaboration Council staff) for service providers
- Help Program Manager review program plans and budgets submitted by vendors
- Monitor contract compliance of vendors delivering services through EBB and other OST programs
- Track monthly invoices submitted by subcontractors
- Conduct site visits
- Provide on-going technical assistance to contracted providers
- Ensure that qualitative and quantitative data are collected
- Track and review programmatic reports
- Drafts reports summarizing the program performance of contractors for a variety of stakeholders
- Other duties as assigned by the OST Program Manager

### **Working Conditions:**

- Hybrid (some in office, some remote) work
- Travel within Montgomery County required
- Some late afternoons and occasional weekend hours will be required to accommodate program schedules and participate in special community events and site visits
- Part of a dynamic team which values diversity, equity, inclusion, belonging, and a culture of dignity

### **Position Requirements:**

- Bachelor's degree required in education, adolescent development or related areas (or equivalent relevant experience)

- Demonstrated understanding of Youth Development, Positive Youth Development, OST program performance measurements
- Five or more years of experience in a combination of youth development and administrative work
- Familiarity with Montgomery County and its culturally and linguistically diverse populations is a plus
- Familiarity with the Youth Program Quality Intervention (YPQI) model or Advancing Youth Development (AYD) very helpful
- Valid Driver's license and access to reliable personal vehicle required

**Skills and Abilities:**

- Effective interpersonal problem solving, negotiation and collaboration-building skills
- Proficient technology skills
- Demonstrated understanding of positive youth development
- Excellent written and oral communication skills
- Excellent observation skills
- Ability to handle multiple assignments simultaneously
- Ability to work independently, exercising sound judgment
- Ability to pass a background check
- Ability to start within two weeks of hire

**Other:**

COVID-19 vaccination is required. New hires must be fully vaccinated and provide proof of vaccination by the first day of work (accommodations/exemptions may be requested for medical or religious reasons, pursuant to the organization's COVID-19 vaccination policy).

**Salary:** \$60,000

**Apply:** Please send a **resume and cover letter** to [HR@collaborationcouncil.org](mailto:HR@collaborationcouncil.org) with the subject line reading: [your last name] - OST Program Coordinator, Applicants whom we are interested in meeting will be contacted.

**Open:** Until filled.

***Montgomery County Collaboration Council for Children, Youth, and Families is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.***