



Program Director - Out of School Time

Positive Youth Development Department, OST

Reports To: Executive Director

Supervises: Out of School Time Coordinator(s)

Full-Time (37.5 hours per week), Exempt

Salary: \$80,000 and generous benefits including health, dental, vision, 401K

Position Summary:

The Out of School Time Program Director 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 Positive Youth Development initiatives & OST networks including community partners and providers, developing and implementing program standards and outcomes in alignment with Positive Youth Development and equity 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 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.

Responsibilities:

- Support the Selection, Contracting and Monitoring, and Evaluation of Collaboration Council-funded Youth & Community Programs
- Plan, organize, and supervise the operation of OST program portfolio and its activities in accordance with the mission and goals of the Collaboration Council; develop new programs to support the strategic direction of the organization
- Establish and manage long- and short-term departmental goals; develops, analyzes, and evaluates new program/management policies, systems, goals, or objectives
- Develop and analyze program reports; direct the preparation of monthly and annual reports; direct the gathering and analysis of information and reports necessary to document and evaluate processes
- Serve as a liaison between the organization and/or department, community, community-based organizations, federal, state, and local agencies, concerning OST program needs, system needs, policies and outcomes. In conjunction with the Communication Department, communicates on programmatic and community issues; develops marketing strategies to promote program services
- Lead the procurement and contract execution tasks (with assistance of other Collaboration Council staff) for service providers

- Monitor contract compliance of public and private vendors delivering services, especially those for EBB
- Reviews and approve detailed monthly invoices for payment
- Conduct site visits · Provides on-going technical assistance to contracted providers
- Ensure that qualitative and quantitative data are collected
- Track and review programmatic reports
- Ensure that program funds are spent within the budget
- Draft reports summarizing the program performance of contractors
- Work with the Positive Youth Development team and evaluation partners to prepare reports and ensure all required data is provided to funders, local government, and other partners
- Plan and support the Out of School Time system-building efforts at Collaboration Council and in the community
- Participate in all relevant program committees including but not limited to: EBB Executive Committee, EBB Coordinating Committee, MC Recreation Site Coordinator meetings, EBB provider meetings, and other County/Community convenings to support youth development and OST programming/partnerships in Montgomery County
- Provide coaching to leaders of contracted organizations in Montgomery County as needed
- Work with the Collaboration Council Communications Manager to update the websites and marketing materials on a regular basis
- Facilitate and plan promotional and recognition events
- Assist in publicizing the work and importance of Positive Youth Development/OST efforts and the role of the Collaboration Council as the backbone convening and coordinating body for OST/youth development programming.
- Other duties as assigned by the supervisor of this position; the position may be reassigned, and responsibilities may be modified or changed at any time to fulfill organizational requirements.

Working Conditions:

- Hybrid: remote and in an office in Rockville (remote-only is not permitted in this role)
- Travel within the county is required; valid driver's license and access to reliable personal vehicle required
- Some late afternoon and occasional evening and weekend hours will be required to accommodate program schedules and to participate in special community events/site visits
- Part of a dynamic team which values diversity, equity, inclusion, belonging, and a culture of dignity

Requirements:

- Demonstrated understanding of Out-of-School Time system models and system-building Youth Development, Positive Youth Development, OST program performance measurements required
- Five years of experience in positive youth development, particularly out-of-school time

- Familiarity with Montgomery County and its culturally and linguistically diverse communities
- Familiarity with the Youth Program Quality Intervention (YPQI) model or Advancing Youth Development (AYD) helpful
- Effective interpersonal problem solving, negotiation and collaboration-building skills, supervisory experience
- Proficient technology skills
- Understanding of best practices related to community engagement/partnership, program fiscal management/budgeting, youth and adult learning
- Excellent written and oral communication, organizational, and observational skills
- Ability to handle multiple assignments simultaneously
- Ability to work independently, exercising sound judgment
- Ability to pass a background screening

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).

To apply: Please send cover letter, resume, and references to HR@collaborationcouncil.org with the subject line reading: [your last name] - OST Program Director. 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.