



## **Program Coordinator-Youth Development- Youth & Community Programs**

Montgomery County Collaboration Council for Children, Youth & Families, Inc. -Rockville, MD 20850

Reports To: Program Manager and/or Director of Programs

Supervises: N/A

Full-Time, Exempt

Job Summary

### **Position Summary:**

The Youth Development Youth & Community Programs-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 aligned with Positive Youth Development , and equity that lead to successful programming, contract oversight and knowledge-sharing of best practices. This person will collaborate and coordinate efforts with key program leaders , including the Montgomery County Health & Human Service Department, Montgomery County Department of Recreation, Montgomery County Public Schools, , and community-based partners engaged in youth development/out-of-school time programs. A Bachelor's degree is required in education, adolescent development, or related areas.

### **Responsibilities and Duties**

- Support the Selection, Contracting, and Monitoring of Collaboration Council-funded Youth & Community Programs.
- Supports the procurement and contract execution tasks (with the assistance of other Collaboration Council staff) for service providers.
- Monitors contract compliance of public and private vendors delivering services, especially those for EBB.
- Reviews and approves detailed monthly invoices for payment.
- Conducts site visits.
- Provides ongoing technical assistance in individual, group, and electronic formats.
- Ensures that qualitative and quantitative data are collected.
- Tracks and reviews programmatic reports.

- Helps Program Manager ensure that program funds are spent within the budget.
- Drafts reports summarizing the program performance of contractors for a variety of stakeholders.

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

- Participates 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.
- Provides coaching to leaders of MCCC-contracted organizations in Montgomery County as needed.
- Works with the Collaboration Council Communications Manager to update the relevant platforms regularly.

**Helps Obtain Resources**

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

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

- Works with the Program staff, and evaluation partners to prepare reports and ensure all required data is provided to funders, local government, partners and other stakeholders.

**Other Responsibilities:**

- Other duties as assigned by the supervisor of this position (Director of Programs).

**Working Conditions:**

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

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

**POSITION REQUIREMENT**

**Experience and Education:**

- Bachelor's degree required in education, adolescent development or related areas; Masters preferred.

- Demonstrated understanding of Youth Development, Positive Youth Development, 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.
- Ability to pass a background check.
- Ability to start within two weeks of hire.

**Salary range:** approximately \$55,000 - \$60,000

To apply, please send resume and cover letter to [HR@collaborationcouncil.org](mailto:HR@collaborationcouncil.org) with the subject line reading: [your last name] – Youth Development Program Coordinator.

**Position opened until filled.**