



Director of Out-of-School Time Programs

A. Classification: Exempt C. Programs
B. Reports to: Vice President, Programs and Impact

The Director of Out-of-School Time (OST) Programs is responsible for all oversight, strategy and daily operations of the Carole Robertson Center for Learning's out-of-school time programs, including after school (at Carole Robertson Center as well as offsite in local elementary schools), summer camps and Teen REACH. The Carole Robertson Center for Learning's out-of-school time programs serve children ages five up to 18 years of age. The Director of OST Program is responsible for creating and supporting a stimulating, enriching and educationally sound experience.

The Director develops the structure of the program based on the needs and interests of the youth and their parents, as well as by infusing the latest research and best practices from the youth development and out-of-school time fields. This position supervises the OST Program Coordinator, and maintains the daily operations, strategic objectives and priorities for OST programs, and works to ensure that all of Carole Robertson Center's OST programs are highly impactful and recognized in the communities.

MAJOR RESPONSIBILITIES AND KEY TASKS

- Work with the program staff to develop an appropriate curriculum and plan engaging and developmentally appropriate experiences and activities
- Supervise the OST Coordinator, and other OST staff as needed
- Support the hiring of all OST-related staff
- Manage evaluation and assessment procedures for the program
- Track progress of the OST programs and individual students through both formal and informal assessments - and provide progress reports to parents, schools, and key stakeholders
- Responsible for the ensuring the training and supervision of OST team
- Perform performance evaluations and develops professional development plans for the staff to ensure the program maintains a high level of quality and strong impact
- Ensure that all programs maintain full enrollment by promoting the Center's OST programs in the community and partnering with other organizations to increase visibility and enrollments
- Participate in local advisory structures related to youth development
- Help position Carole Robertson Center for Learning as an expert provider of out-of-school time programs
- Work in collaboration with members of the Programs and Impact Department as well as sister departments to secure resources and increase stakeholder engagement.
- Plan out-of-school time events and gatherings to increase visibility and recognition
- Serves as the external face for organization related to OST programs as needed or related
- Creates and manages the Carole Robertson Center for Learning Youth Council

- Design physical and learning environments to incorporate youth voice and choice
- Manage the operations of the afterschool center or program, from ensuring that the staff has the tools and equipment they need to do their jobs, to monitoring the environment for health and safety hazards.
- Build relationships with schools, parents, and community groups to spread the word about the program and build support for it.
- Work with CEO and other organization leaders on growth and sustainable strategies related to OST programs
- Generate reports and presentations as required or needed
- Design and implement innovative, research-based OST programs
- In conjunction with the Chief Executive Officer and the Corporate Board of Directors, manage the agency's annual budget; process and monitor revenue and expenditures for all agency activities, programs, contracts, and grants
- Coordinate overall fiscal planning; monitor cash flow, daily cash balances, and contract projections.
- Analyze financial data, prepare financial reports, statements, budgets, and forecasts. Prepare financial reports for Chief Executive Officer and the Corporate Board of Directors.
- Plan, direct, and control the financial policies and operations of the agency.
- Develop and maintain systems and procedures for the agency's financial and accounting functions.
- Manage agency computerized accounting system.
- Serve as fiscal/contractual liaison with government contract officials and private funders.
- Design, implement, oversee, and maintain record keeping systems for all fiscal transactions, contract financial documentation, and internal controls for all agency programs
- Perform other duties as assigned

QUALIFICATIONS

- Three years of experience in developing and implementing enrichment programs
- Strong verbal and written skills
- Organized leader with strong follow through
- Ability to create, foster and manage highly effective and performing teams
- Strategic thinker with demonstrable impact in growing and sustaining programs
- Deep understanding of youth development and out of school time programming
- S/he must possess strong computer skills, have the ability to track data and produce reports
- Possess excellent communication, supervisory, administrative, and fiscal management skills
- Strong cultural competence and ability to adapt to unique community settings and contexts
- Alignment with Carole Robertson Center for Learning's mission and vision

EDUCATION

Applicants for the position of Director of Out-of-School Time Programs should possess a Master's degree in Youth Development/Child Studies or Elementary Education.