



Associate Director Out-of-School Time (OST)

JOB SUMMARY:

Provide leadership and oversight to Starting Point's work as Cuyahoga County's Out-of-School Time work, which includes being the Systems Lead Agency in the MyCom Initiative. This role will lead the organization's work to manage a comprehensive out-of-school time system, which includes: 1) ensuring the provision of training and technical assistance to direct service providers; 2) connecting public and private funding to OST providers; 3) coordinating activities to improve the quality of OST programs; and 4) supporting advocacy and coalition building efforts to ensure a cohesive regional OST network.

Duties and Responsibilities

- Lead all aspects of out-of-school time work including program design, procuring and contracting service providers, and assessment of program results.
- Provide coaching and leadership to a team of professionals in OST Department to ensure high quality work products.
- Develop, establish, and maintain out-of-school time quality standards system aligned with best practices.
- Design and oversee opportunities to build capacity, competencies, and networks of out-of-school time providers to ensure high-quality service delivery.
- Convene, facilitate, and participate in assigned coalitions and task forces.
- Collect, compile, interpret and disseminate data to drive decision making.
- Develop and deliver a variety of reports and presentations to different audiences based on data and outcomes.
- Collaborate with local government, service providers, youth, philanthropy, school leadership, and community stakeholders to ensure the availability of high-quality programming that meets expanded learning and out-of-school time needs throughout Cuyahoga County.
- Establish and nurture strategic partnerships with community organizations to ensure access to high-quality expanded learning and elevate the visibility of OST, expanded learning, youth development, and related issues.
- Maintain knowledge of best and promising practices in out-of-school time and other subjects as assigned.

Qualifications

Minimum of bachelor's degree in Non-Profit Administration, Social Work, Business, or related field; Masters preferred. Candidates should have 3-5 years of experience in developing, implementing, and evaluating programs, and previous supervisory experience. Must have computer skills, including *proficiency* in MS Office (Word, Excel, Outlook, and PowerPoint) and the ability to use cloud-based databases or be a quick study thereof. Must demonstrate the ability to communicate with a diverse range of people and organizations. Must be able to organize, prepare, and write reports. Must have the ability to work with an interdisciplinary team. The use of a car may be necessary. Applicants should have the ability to lift 25 pounds and

perform the normal functions of a job that requires occasional travel, meeting attendance, and job duties outside and inside an office setting.

Additional desirable qualities include:

- Highly collaborative style; experience developing and implementing new programs and initiatives.
- Experience leading, motivating, and coaching a diverse team.
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently.
- Strong verbal and written communication skills.