



## Program Specialist—Excel Beyond the Bell

Nonprofit organization in Montgomery County MD seeks Program Specialist to support professional development, quality enhancement and contract monitoring for Excel Beyond the Bell out-of-school time positive youth devel programs. Full-time. Min BA in education, social work or related field; Min 3 yrs directly related exp. Position description at [www.collaborationcouncil.org](http://www.collaborationcouncil.org). Send resume & cover ltr via e-mail [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org), fax 301-610-0148 or mail: Montgomery County Collaboration Council, 12320 Parklawn Drive, Rockville MD 20852 by July 21 EOE

### POSITION DESCRIPTION

**Reports To:** Executive Director (As EBB program lead)  
**Date Prepared:** June 2010  
**Supervisory Responsibilities:** None  
**FLSA Status:** Exempt

#### Position Summary:

The Program Specialist supports the achievement of Excel Beyond the Bell goals for professional development, quality services and results-based accountability in the delivery of out-of-school time programs in Montgomery County. Duties are identifying and creating professional development opportunities, coordinating quality assessment for OST programs; and overseeing the contracting and monitoring with selected public and private vendors to deliver out-of-school time services that fulfill Excel Beyond the Bell's mission.

#### Essential/Primary Responsibilities:

##### **Support Professional Development Opportunities for OST and Other Youth Workers**

- Assists in the creation of a local strategic plan for professional development system
- Regularly interacts with OST workers and programs to identify professional development needs
- Schedules, markets and carries out regular professional development opportunities for all levels of youth serving professionals
- Manages the delivery of Advancing Youth Development training, including scheduling, securing trainers, outreach and recruitment of participants and evaluation
- Provides individual technical assistance
- Identifies best practices and other resources and informs OST workers and programs via the Excel Beyond the Bell website and e-newsletter.

##### **Support OST Programs in Achieving and Assessing OST Standards**

- Disseminates the Maryland Out-of-School Standards Framework to OST programs
- Creates opportunities for OST programs to further understand standards and how they might achieve them
- Manages the adoption of the Youth Program Quality Assessment tool by local OST programs

##### **Support the Selection, Contracting and Monitoring of Collaboration Council-funded OST Programs**

- Leads the procurement and contract execution tasks (with the assistance of other Collaboration council staff)
- Monitors contract compliance of public and private vendors delivering OST services.
- Conducts site visits
- Provides on-going technical assistance in individual, group and electronic formats.
- Ensures that qualitative and quantitative data are collected
- Tracks and reviews programmatic reports and approves fiscal invoices for payment.
- Ensures that program funds are spent within the budget
- Drafts report summarizing the program performance of contractors for the Collaboration Council Board, local government, and other stakeholders

### **Secondary Responsibilities:**

- ❑ Participates in Maryland State Out of Time Network activities related to professional development
- ❑ Assists in publicizing the work of the Collaboration Council
- ❑ Facilitates and plans promotional and recognition events
- ❑ Assists in writing proposals for funding

### **Measure of Accountability:**

- ❑ Regular achievement and reporting of program performance using the Results-Based Accountability framework for such measures as
  - Successful fulfillment of requirements by contractors
  - High youth worker participation in professional development activities with reported satisfaction with content
  - High participation in use of quality assessment tool by OST programs
- ❑ Fulfillment of funder requirements
- ❑ Accurate vendor payments within an overall budget.
- ❑ Positive working relationships with a variety of OST program staff.
- ❑ Consistent ability to meet deadlines

### **Experience and Education:**

- ❑ Bachelor's degree in development psychology, human services, elementary or secondary education or related fields.
- ❑ 2+ years experience in out-of-school time program field as a direct services youth worker, manager, or trainer
- ❑ Experience with Advancing Youth Development and Youth Program Quality Assessment a plus
- ❑ Preference for familiarity with Montgomery County and its culturally and linguistically diverse populations.
- ❑ Demonstrated understanding of program performance measurement

### **Skills and Abilities:**

- ❑ A valid driver's license and reliable vehicle.
- ❑ Effective interpersonal problem solving, negotiation and collaboration- building skills.
- ❑ Excellent written and oral communication skills
- ❑ Ability to work well with others and handle multiple assignments simultaneously.
- ❑ Excellent organizational skills.
- ❑ Exceptional observational skills.
- ❑ Proficient computer skills including Microsoft Office Suite.

### **Working Conditions/Other Data:**

- ❑ Site visits require frequent late afternoon, evening and weekend hours.
- ❑ Valid driver's license and access to reliable personal vehicle

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