

JOB TITLE: Out of School Time Coordinator (OST), Elev8 Baltimore

STATUS: 35-40 Summer Temporary Full Time Hours

SUPERVISOR: Program Director

QUALIFICATIONS: Bachelors' degree or Associates' degree and/or a minimum of two years of relevant experience working with large groups of children and parents. Proficiency with Microsoft office, strong verbal and written communication skills. Ability to relate well to staff and board members of different races, ethnicities, genders, sexual orientations, socioeconomic backgrounds, and religions.

POSITION SUMMARY: The OST Coordinator coordinates programming for one school in the network. They are responsible for implementation and management of after school and summer programming hosted by Elev8 Baltimore. The program serves students in grades 1-8, and the OST Coordinator works closely with the school leadership, faculty and Elev8 Baltimore staff to develop a program that complements school day instruction.

RESPONSIBILITIES:

SITE COORDINATION

- Supervise team of eight to ten Learning Coaches/Servant Leader Interns to implement social and academic enrichment activities
- Manage athletic, social and cultural enrichment partners to implement after school and/or summer enrichment activities
- Coordinate the promotion of and recruitment for after school and summer programming to school staff, students and parents
- Assist with the distribution and collection of student enrollment forms, attendance rosters, consent forms and evaluation data
- Manage facilities during the after school and summer program
- Oversee distribution and clean-up of snacks, lunch (summer only) and dinner meals
- Coordinate and plan community meetings and end of season showcase events
- Produce weekly and monthly calendars of activities and special programs
- Provide coverage for groups in the event of learning coaches absence
- Plan and facilitate training for OST staff assigned to school and across site, as needed
- Participate in staff meetings and staff development activities including national training to support program improvement and staff development; must be available to attend periodic overnight training and conferences

COMMUNICATION AND DOCUMENTATION

- Establish and maintain communication with members of the school staff about student needs and aspects of the afterschool program
- Complete all required paperwork in a timely manner
- Maintain all required documentation
- Provide verbal and written reports to the Program Director

AGENCY/TEAM COHESION

- Responsible for facilitating and attending mandatory departmental meetings
- Attend agency meetings and events
- Complete required trainings on time
- Maintain compliance with agency policies and procedures
- Prepare for and attend regularly scheduled meetings with supervisor

OTHER DUTIES AS ASSIGNED

- Participates in the organization's continuing learning on issues of racial equity and equity in general.