



## Position Description

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**Position:** Out-of-School Time Project Director

**Classification:** Full-Time

**Salary:** \$50,000 to \$65,000 with benefits

### Organization Summary:

The **Minneapolis Youth Coordinating Board (YCB)** is an intergovernmental organization dedicated to promoting the healthy, comprehensive development of Minneapolis children and youth ages 0-20 through collaborative action. The YCB was created through a state-authorized joint powers agreement between the City of Minneapolis, Minneapolis Public Schools, Minneapolis Park and Recreation Board, and the Hennepin County Board of Commissioners.

### Position Information:

Under the direction of the Executive Director of the Minneapolis Youth Coordinating Board, the Project Director for Out-of-School-Time will be responsible for the implementation of a plan to create a citywide network for out-of-school time programming and services in Minneapolis. The implementation of the plan will be developed within the context of the Minneapolis Youth Coordinating Board's Call to Action and Compact for Minneapolis Children and Young People.

### Primary Responsibilities:

- Direct the development of the Teen and Parent Program Finder and Organizational Resource Finder.
- Lead the Call to Action - Goal 3 work group in the development of the out-of school time network and all interrelated activities.
- Promote best practices and address systemic barriers that impede quality out-of-school-time programming and activities in the City of Minneapolis.
- Lead research and selection of city-wide database program, assessment tools and evaluation activities for the YCB's out-of-school-time network.
- Inform policy development, make recommendations and develop solutions to systemic barriers facing out-of-school-time and youth serving programs in the City of Minneapolis.
- Develop partner relationships with nonprofit intermediary organizations that direct policy and provide funding and other supports for out of school time and youth serving programs in Minneapolis.
- Seek funding and administer grants related to building and sustaining the YCB's out-of-school-time network and collaborative endeavors.
- Working with the YCB's Director of Finance, complete and manage relevant contracts associated with key programmatic strategies.
- Manage special projects as requested.
- Serve as staff liaison between all collaborative partners and projects.

### Experience & Qualifications:

- Knowledge and experience working in the field(s) of out-of-school-time programming, youth development, human services, education including program standards, best practices-methodology and policy.
- Strong project management, coordination and diplomatic skills.
- Ability to manage large multi-system effort and move a single agenda.
- Research, grant writing and reporting experience.
- Finance and budgeting experience.
- Strong written and verbal communication skills.
- Demonstrated ability to work with a wide range of sensitive and confidential issues and communicate effectively with a diverse population.
- Bachelor's Degree required, Master's Degree preferred.

Please send your resume and a cover letter describing your interest in this position to [ycb@ci.minneapolis.mn.us](mailto:ycb@ci.minneapolis.mn.us) by **October 18, 2013**.