



WHO WE ARE:

Neighborhood Resource Center is a nonprofit located in the east end of Richmond, in Greater Fulton. We utilize enrichment opportunities to spark the academic, social and emotional development of young people. Through our learning garden, our cooking and nutrition classes, and our partnerships with cultural arts organizations, we inspire youth to be creative artists, courageous allies, critical thinkers, and confident leaders in their community.

WHO WE WANT:

We're looking for a highly motivated, collaborative and proactive person who can inspire and cultivate leaders. This position requires someone who has a growth mindset, uses a strengths-based approach to their work, and values experience and passion as a critical part of creatively working with young people. Applicants should have a can-do attitude, flexibility, excellent organization and interpersonal skills, and the ability to interact with diverse staff at all levels. We want someone who is solutions-oriented, a creative problem solver, finds opportunities to have fun at work, and believes that all people deserve equal opportunities and are valued for their unique life experience.

KEY RESPONSIBILITIES:

The Director of Out of School Time Programs leads the Out of School Time department and will work closely with the NRC Executive Director. This person drives the vision and quality of all out of school time (OST) programs through team leadership, program development, resource management, and evaluation. NRC's work has shifted tremendously in response to COVID-19, so this person would help us build the future of NRC's OST programs. The Director of OST Programs leads a team of volunteers and collaborates with other cross-departmental team members to ensure access, equity, and quality across OST programs.

Strategic Vision & Leadership

- Lead a diverse team of volunteers, deliver programming, and coach junior counselors
- Provide strategic leadership for organizational goals and program development
- Drive the implementation of departmental goals and strategies
- Contribute to the vision and execution of events
- Engage with community stakeholders and networks
- Participate in NRC's community organizing efforts toward anti-racism and inclusive practices

Quality & Evaluation

- Ensure program quality and sustainability for all after school and summer programs and camps
- Develop and facilitate training for staff and volunteers
- Provide critical support to the recruitment and retention staff and volunteers
- Contribute to data collection and grant reporting



- Implement program assessment and evaluation in support of a continuous program improvement cycle and professional learning community

Operations & Oversight

- Supervise and mentor OST Program volunteers
- Create, revise, and approve new and existing programs, curricula, and processes
- Coordinate and collaborate with school and community partners to determine program locations and deliverables
- Generate summer program offerings and oversee scheduling and staffing
- Ensure system processes and tools enable smooth program operations

EXPERIENCE:

- Demonstrated understanding of best practices in after school and summer programs
- Minimum 4 years of experience managing a team
- Excellent verbal and written communication skills
- Exceptional organizational and planning skills
- Demonstrated high professional standards, initiative, and integrity
- Experience working with youth in a trauma-informed way
- Must be able to balance working independently and being a team player
- Familiarity with data collection systems, evaluation and/or assessment tools, and using data to inform decision-making and communicate impact
- Proficiency with Word and Google Suite and an aptitude for learning new technology and systems
- Ability to prioritize and navigate workload in response to departmental needs
- Occasional weekend work may be occasionally required

WHAT WE OFFER:

The hourly pay range for this part-time, temporary grant-funded position is \$16.50-\$17.50/hr. The term of employment for this position is currently May-July 2021 as we work to assess the interest of the Greater Fulton community in youth programming. We also offer paid time off, professional development, and a fun and flexible work environment. The normal work schedule for this position will be 12:30 PM-6:30 PM, Monday through Friday.

Neighborhood Resource Center is an equal opportunity employer committed to diversity and equity in the workplace. We strongly encourage those who reflect the communities we serve to apply, including individuals with disabilities and/or people of color.

TO APPLY:

Take some time to familiarize yourself with our organization, what we do, and what we believe in. Then, if this seems like a community you'd like to be a part of, please email your resume and a cover letter (required) with salary requirements to Breanne Armbrust at jobs@nrccafe.org. Posting will remain open until filled.