Project Director Position Description

**Program Summary and Job Purpose**

The Montgomery County Collaboration Council for Children, Youth and Families is seeking an experienced, competent and caring leader to establish and manage a comprehensive 21st Century Community Learning Center (21st CCLC) program for school age youth. This individual will coordinate the development and implementation of academic support and enrichment programs as well as practices supporting positive social and emotional growth through character education and service learning. This is a full time position (37.5 hours per week). Reliable transportation is a must as travel is required locally and statewide.

**Responsibilities**

* Work with program leadership and staff to implement the African Arts, Culture and Education Academy (ACE Academy) afterschool program located at Park Montgomery in Silver Spring, MD and Essex House in Takoma Park, MD.
* Develop and implement planning and project management processes to ensure the effective coordination and integration of program resources.
* Collaborate with program staff and project partners to ensure program quality and service delivery.
* Provide on-going support to staff in the areas of planning, management, program execution and communication.
* Work with the Collaboration Council’s accountant to administer the Program budget.
* Arrange and lead the project steering committee meetings; arrange and participate in the

Leadership committee meetings.

* Work with program staff and evaluators to create required reports for Maryland State Department of Education (MSDE) (start-up report, mid-year report, community, staff, student and parent surveys, continuation report, MSDE site monitoring visit, on-line report, external evaluator report), as well as the Youth Program Quality Intervention (YPQI) School-Aged self and external assessment.
* Arrange for staff development opportunities and travel to conferences.
* Foster relationships among local schools, higher education institutions, and other community youth and education programs to enhance and sustain the 21st CCLC program.
* Monitor all program activities.
* Meet regularly with program staff.
* Communicate frequently with school administration on individual student progress.
* Communicate regularly with families about individual student progress.
* Coordinate family literacy activities with community partners.
* Attend required MSDE meetings.
* Maintain records needed for program administration.
* Provide oral and written reports to the program stakeholders, the public, funders and decision-makers.

**Education and Training**

* Bachelor’s degree related to youth development, recreation, human services or education field required. Master’s Degree preferred.
* A postgraduate certificate in Youth Development, Youth Development Administration or Youth Program Management considered.
* At least three years of leadership and management experience in a youth services, family support or K-12 educational setting.

**Skills and Experience**

* Relationship management skills and experience in fostering a team approach to youth development and creating collaboration among partner organizations in youth development.
* Excellent project management and planning skills.
* Experience in assessing program effectiveness.
* Experience and competencies in working in a multiracial, multicultural environment.
* Must possess strong judgement with a demonstrated ability to handle multiple tasks with competing priorities.
* Able to tactfully manage confidential information and situations with efficiency.

**Personal Qualifications**

* Highly positive and enthusiastic style capable of motivating others.
* Self-motivated individual passionate about children and youth.
* Capable of creatively solving complex problems under pressure.
* Ability to listen, be a caring and supportive leader while maintaining high expectations.
* Flexible and collaborative spirit.
* Ability to interact professionally and effectively with school and community leaders, staff and parents.
* Positive attitude and a sense of humor a must.

**Salary and Benefits**

* $50,000 per year with full benefits, position continuation contingent on availability of grant funding

**Application Process**

Send cover letter and resume to: [info@collaborationcouncil.org](mailto:info@collaborationcouncil.org). Interviews for qualified applicants will begin October 20, 2015.

The Montgomery County Collaboration Council is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, gender, religion, age, disability, Veterans status, or any other classification required by applicable law.