



Program Director

General Description: Build the Out-of-School Time Network's (BOSTnet)'s mission is to enhance the quality and increase the capacity of the out-of-school time field. BOSTnet is building a membership base of school age care providers and youth workers to keep the field connected, disseminate critical sector information, and develop and deliver innovative solutions in program and staff quality improvement. Since 1987, Build the Out-of-School Time Network has funneled funding, training, and technical assistance to the out-of-school time field.

Summary of Responsibilities: The Program Director will carry out program activities to strengthen youth programs and build the statewide members' network. Build the Out-of-School Time Network's core work revolves around developing new evidence-based practices in partnership with strategic specialist and expert partners. We develop these into quality improvement training and technical assistance packages for the field. We actively deliver these solutions to the field to promote widespread adoption of promising practices that improve program quality.

Major Responsibilities:

- Plan and implement (regional) Directors' Roundtables
- Assist in planning content for annual disabilities conference and quality forums.
- Provide training and technical assistance with providers and program staff, utilizing BOSTnet best practice toolkits, assessment and evaluation tools and other resources
- Collect and compile data on the state of the field
- Communicate with and about the field through the monthly e-newsletter, website and members' network
- Participate in growing the members' network of out-of-school time educators and youth workers in Massachusetts
- Implement other quality improvement activities as needed

Qualifications: Candidates should have experience and skills in youth programming, inclusive programming for children and youth with disabilities, staff supervision, training, project planning and implementation, including event planning, database and word processing skills, meeting facilitation, oral and written communication. The Program Director should be a self-starter, able to work well with a diverse group of people, well organized, able to juggle multiple responsibilities at once and able to travel to program sites. The candidate should have 5+ years of experience in a related position and have a B.A. (M.A. preferred) in a related field.

Salary and Benefits: Competitive salary and benefits. Benefits include 75% of health insurance premium; paid vacation, sick, and personal leave days, voluntary 403(b) tax-deferred annuity.

Deadline: Applications are due January 12, 2010.

Application Procedure: Please submit resume, cover letter, 3 professional references and a writing sample to: Monica Zgola, BOSTnet, 6 Beacon St., Suite 1110, Boston, MA 02108 or Fax 617-720-1291 or e-mail zgola@bostnet.org.

Build the Out-of-School Time Network is an Equal Opportunity Employer.