

Utah Afterschool Network Out-of-School Time Specialist Job Announcement

Job Summary:

Under the direction of the Utah Afterschool Network (UAN) Executive Director and Director of Operations, the Out-of-School Time (OST) Specialist provides support, observations, feedback, coaching, and consultation (technical assistance) to afterschool programs throughout Utah.

The OST Specialist also participates in and supports various UAN and community afterschool initiatives related to professional learning and development, statewide quality improvement efforts, policy development, marketing, and public awareness.

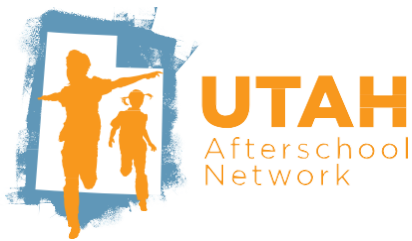
UAN works closely with partner agencies: Utah Department of Workforce Services Office of Child Care (DWS-OCC), Utah State Board of Education (USBE), and Utah Education Policy Center (UEPC) to increase the quality in afterschool programs that receive state or federal funding.

Summary of Essential Job Functions:

- Conduct afterschool program site observations and evaluations using Weikart's School-Age and Youth Program Quality Assessment, and review data to determine the level of consultation needed for quality improvement.
- Educate and support afterschool programs regarding the use of the [program quality assessment tools](#), including *Utah Afterschool Program Quality Assessment and Improvement Tool*, the *Weikart Center's Program Quality Assessment* tools, and other tools as implemented.
- Meet virtually and in person with afterschool providers to create and check in on their [quality action plan and set program goals](#).
- Provide ongoing consultation, training, coaching, and technical assistance to identified program DWS-OCC and USBE grantees throughout the year.
- Work closely with DWS-OCC and USBE representatives to provide ongoing support to all funded programs.
- Demonstrate an understanding of afterschool program best practices and proficiency in evaluation, theory of change, and consultation processes.
- Maintain records detailing program consultation, notes, grant monitoring and tracking through Salesforce, an online customer management relationship platform.
- Travel to and consult with afterschool programs statewide.
- Support professional development initiatives as needed and other duties as assigned.

General UAN Duties:

- Serve as a resource to organizations and partners to sustain and expand out-of-school time programs statewide.
- Utilize data to inform program support, evaluations, and to analyze program and statewide outcomes.
- Serve as a resource and partner to the DWS-OCC and USBE.
- Provide support and resources for the Afterschool Professional Development Incentive.
- Provide additional organizational support, such as social media, communications efforts, and website maintenance.
- Maintain all appropriate budgetary documentation regarding travel and other work-related expenditures.



Required Education and Experience:

- Bachelor's Degree in Education, Youth Recreation, Child Development, or a related field from an accredited college or university preferred.
- 3-5 years of professional experience working with afterschool programs with a minimum of two years as a site coordinator preferred.
- Experience facilitating and creating workshops or presentations.
- Access to a vehicle for travel is required.
- Maintain a valid Utah driver's license and motor vehicle insurance.

Knowledge, Skills, and Abilities:

- Understand out-of-school time best practices.
- Ability to relate to others in a clear and professional manner.
- Ability to present and provide strategic training to various audiences.
- Possesses professional writing, communication, evaluation, and documentation skills.
- Proficient in computer programs such as Microsoft Suite, Excel, Google Suite, PowerPoint, Qualtrics, Canva and Salesforce.
- Proficient in online meeting platforms such as Zoom and Google.
- Time management and prioritization skills -- ability to multitask and complete projects in high-performing work environment.
- Ability to manage multiple schedules.
- Ability to work as a team member.
- Good problem-solving skills.
- Ability to communicate continuously with partnering organizations.
- Fluent in English and Spanish, preferred

Benefits:

- Full-time, non-exempt position
- Health coverage through Regence BlueCross BlueShield and Nonstop health (employee contribution)
- Dental (employee pays full premium) optional
- Optical (employee pays full premium) optional
- 401K employer contribution
- Cell phone reimbursement
- Mileage reimbursement for work-related travel
- Hybrid workplace with required time in-office weekly

Compensation:

\$20 HR

Submit a cover letter and resume to:

Holly Phillips

Director of Operations, Utah Afterschool Network Hollyp@utahafterschool.org

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.