



Job Title: School-age Project Coordinator
Reports To: Director of Provider Support Services
Category: 1 FTE/Salaried Position
Project: Paths to QUALITY™

Results to be achieved by this position:

- Build capacity of high quality out-of-school-time care
- Increase participation of out-of-school-time programs in Paths to QUALITY™
- Increase collection of and access to out-of-school-time data for families

Key Responsibilities:

- Increase alignment and coordination of resources at local and state level to support out of school time care providers
- Provide technical assistance, oversight, and direction to the local CCR&Rs to promote out of school time supports and resources
- Collaborate with local child care resource and referral agencies to ensure that out-of-school-time care needs are incorporated in the local child care resource and referral agencies' Quality Continuum Plan
- Convene school-age experts to create out of school time care standards for Paths to QUALITY
- Develop School-age project marketing materials
- Align Indiana Afterschool Standards with Paths to QUALITY™ standards
- Identify and disseminate resource materials/tools for out-of-school time providers and families
- Connect state and national out-of-school-time experts and trainers with local community needs
- Use statewide Professional Development and Community Needs Assessments results to inform work
- Coordinate, conduct and/or host professional development opportunities both face-to-face and online
- Attend appropriate trainings and meetings related to position as needed and requested
- Assure accurate data collection related to care type of school age children
- Conduct regular calls and meetings with School Age Specialists in local CCR&Rs
- Monitor work of local CCR&R School Age activities

Knowledge and skills required:

- Knowledge of child/youth development
- Knowledgeable in the achievement of the Indiana Youth Development Credential
- Experience using software (Word, Outlook, Excel, PowerPoint)
- Experience using data bases (TTAM, NACCRRAware)
- Ability to successfully prioritize and handle multiple tasks simultaneously
- Strong written and verbal communication skills
- Experience with training equipment (data projector, computer)
- Basic data entry skills
- Knowledge of Adult Learning Principles
- Ability to communicate with a variety of people both written and verbal
- Travel throughout Indiana required as necessary

Education and Experience:

- Bachelor's in Youth Development or related field, Masters preferred
- 5 years experience in a working in a youth serving organization
- A minimum of five years experience in the delivery of technical assistance and training and/or management of adults

Staff person Date

Immediate Supervisor Date

Executive Director Date