



Job Title: Director of Out-of-School Time Partnerships

Reports to: Vice President of Community Impact

Status: Temporary Full-Time (with potential for continuation based on new awards and/or opportunities)

Location: United Way of Central Minnesota, St. Cloud, MN

The **Director of Out-of-School Time Partnerships** will oversee the entire project and administer the budget, contracts, alignment, facilitate meetings with all partners, and support the overall development of the program. The skills, experience, and expertise that will be desired in the grant coordinator's role include:

KEY ROLES (Essential Job Responsibilities):

- Manage, coordinate and implement the 21CCLC grant at assigned sites.
- Establish program objectives and goals consistent with the grant.
- Participate in regular program meetings, staff meetings, and trainings.
- Maintain professional daily contact with staff, supervisors, volunteers, school administration and others.

Programming and Leadership:

- Create and implement program schedules.
- Ensure program attendance and data are collected regularly.
- Ensure standards alignment within sites and programs.
- Work closely with program staff, teachers, parents, sites and school district personnel to develop individual program strategies for student success.
- Regularly track 21CCLC site's overall goals and objectives with student progress.
- Host routine events that are culturally inclusive and designed for parent and youth academic engagement.
- Develop collaborative partnerships with children, staff, parents, families, schools, and community organizations to promote the programs/activities.
- Participate in community events and meetings that correlate with programs and/or the mission of 21CCLC.
- Coordinate and implement staff development and training for grant participants.

Administration:

- Oversee the implementation of the 21CCLC grant at all sites.
- Ensure program attendance is posted in the 21CCLC tracking system.
- Ensure all grant reports, MDE requests or narratives are completed on time.
- Ensure quality and oversight of budget management.
- Support routine program evaluation and continuous improvement cycles.
- Adhere to all grant expectations and guidelines.

Skills/Knowledge Required:

- 4-year college degree, or equivalent experience.

Compensation and Employment Details

- **Employment Type:** Temporary, Full-Time (40 hours/week)
- **Duration:** Based on current grant period; continuation possible contingent on future funding.
- **Location:** Hybrid flexibility available; regular on-site presence required for meetings and program visits.
- **Salary:** Commensurate with experience and qualifications.