

OUT-OF-SCHOOL TIME COORDINATOR

We are actively seeking an **Out-of-School Time Coordinator**. With guidance from the Director of the Youth, Adult, & Family Wellness Center, the Coordinator will be responsible for conducting a year round Out-of-School Time program that reflects current best practices, supervising staff, and managing the day-to-day operations of an educational and caregiving program licensed by DCYF to serve up to 75 children between the ages of five and 12.

Responsibilities will include the following:

- Manage a comprehensive, culturally sensitive, developmentally appropriate, engaging, and intentional program that responds to the needs of parents and children, that builds on school learning, and that aligns with current best practices, to include a Place Based Education paradigm;
- Provide leadership for the continuity of programs throughout school vacations and in coordination with the Providence Public Schools schedule;
- Participate in the development, implementation, and monitoring of activities to enhance JHSH's ability to achieve its financial goals, including maintaining accurate financial and subsidy records and collecting all payments due in a timely manner;
- Maintain, support, manage, and document compliance efforts with applicable local, State, and Federal laws and regulations, including ongoing compliance with all DCYF licensing regulations;
- Work effectively and collaboratively with community providers to develop and strengthen the delivery of services through networks, collaborations, and affiliations.

Qualifications:

- BA/BS in Education, Human Services, or related field with at least 2 years related experience, or an AA in Education, Fitness/Recreation, Human Services, or related field with at least 4 years related experience;
- Proven experience in youth development and community-based programs;
- Sensitive and mature nature, able to relate well to both children and adults;
- Experience managing and supporting program staff;
- Possession of a valid driver's license and proof of auto insurance.
- Bi-lingual skills a plus.

John Hope Settlement House provides a comprehensive and competitive benefits package.

Please send resume, with salary expectations, to:

Nancy Cotter, Director of Human Resources
John Hope Settlement House
7 Thomas Whitten Way
Providence, RI 02903
ncotter@johnhope.org

John Hope Settlement House is an Equal Employment Opportunity Employer. We do not discriminate in our employment practices on the basis of race, color, sex, religion, age, national origin, sexual orientation or veterans' status.

We are actively seeking a diverse array of candidates.