



JOB POSTING

JOB TITLE:	Quality and Professional Development Coordinator		
PROJECT:	Idaho Out-Of-School Network		
LOCATION:	1607 W Jefferson, Boise, ID		
STATUS/HOURS:	<input type="checkbox"/> Full Time <input checked="" type="checkbox"/> Part Time	<u>32</u> Hours per week	<u>80%</u> FTE
FLSA STATUS:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt		
PAY:	\$18.00 to \$22.00 per hour		
REPORTS TO:	Project Manager		
POSTING DATES:	July 26 – August 9, 2018		

PROJECT SUMMARY: The Idaho Out-Of-School Network (ION) has a mission to ensure that Idaho youth have access to quality out-of-school programs. The ION is working to build statewide awareness about the importance of out-of-school programs, enrich and expand current out-of-school funding, and is creating a statewide interactive GIS-based map to help families find afterschool activities in their local communities. The Idaho Out-Of-School Network is a program of Jannus, Inc.

POSITION SUMMARY: The Idaho Out-of-School Network (ION) Quality and Professional Development Coordinator will provide leadership to develop the systems, partnerships and networks to support ION’s mission and ensure availability of quality programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Expand, inform and engage partnerships focused on building and providing quality programming

- Track partnership & provider engagement and other outcomes;
- Provide quality professional development opportunities for diverse out-of-school program partners through online tools and in-person gatherings/events including:
 - Convening ION’s annual “Power Up!” Out-of-School Summit, ensure representation of all targeted sectors (providers, businesses, community partners/leaders, policy makers, youth/families, and content experts);
 - Hosting/organizing community focus groups across the state on topic areas related to out-of-school programming (STEM, Literacy, summer, social/emotional support, health, family engagement, middle school program retention and success etc.);

Ensure providers have the support to offer high quality programs

- Work with IdahoSTARS team and program providers to create and promote a school-age quality track for out-of-school providers that offer consistent care for youth;
- Update and enrich ION’s online hub of program tools and resources;
- Identify effective, research-based professional development opportunities for out-of-school program providers and host in-person training for frontline staff and program leadership;
- Maintain and promote ION’s online professional development calendar (a collection of ION hosted and partners trainings or conferences);
- Work with Idaho universities and colleges and/or IdahoSTARS to create professional credits for out-of-school professionals;

Execute ION’s Innovative Project focused on Middle School Youth:

- Work with the ION Program Manager to engage with the Middle School Task force and assist in leading this group in the areas of Quality and Professional Development;
- Survey middle school youth and families across the state to learn types and styles of programming that attract this age group;

- Identify high-quality out-of-school programs that may be a fit for Idaho middle school youth;
- Work with middle school out of school programs to pilot identified high-quality programs;

Build the Network's Internal Capacity to provide Quality Programming Statewide:

- Work with project manager, director, grant writer and others to identify opportunities for new project development to move the professional development and quality goals forward for the Network;
- Facilitate communication with the Quality and Professional Development Workgroup;
- Reflect on Network's progress towards growth in the areas of Quality and professional development annually and adjust strategies;

Regular and predictable attendance is an essential function of this position.

OTHER DUTIES AND RESPONSIBILITIES:

- Encourage the creation and adoption of common afterschool program quality standards statewide;

QUALIFICATION REQUIREMENTS:

- Experience coordinating and implementing professional development or similar activities;
- Experience developing curriculum;
- Experience advocating for out-of-school networks or related programs;
- Collaborative organizational development skills;
- Demonstrated effective facilitation skills with diverse groups;
- Experience planning, organizing, convening and leading effective community meetings;
- Experience developing and implementing quality control measures;
- Strong communication skills including written, verbal (including public speaking) and listening skills;
- Demonstrated effective relationship-building skills;
- Willingness to travel within the state of Idaho as well as occasional out of state travel;
- Must have access to reliable transportation and be able to provide proof of state required liability insurance coverage;
- Must be able to pass a criminal history background check;

EDUCATION: Bachelor's degree in Education or related field or significant relevant experience would be considered. Master's degree in Education preferred.

CERTIFICATES, LICENSES, REGISTRATIONS: Standard valid driver's license required.

WORKING CONDITIONS: Works in an office environment with frequent travel across Idaho and nationally for a variety of meetings as well as occasional national network meetings (Travel 10%-20%).

PHYSICAL REQUIREMENTS: Must be able to tolerate varied weather conditions when traveling. Sitting, standing, walking, driving, repeated hand and wrist motions (for use of computers, phones, and other office equipment) are required. May be required to lift up to 30 pounds.

TO APPLY: Complete the required Jannus, Inc. Employment Application available at www.jannus.org and send with your cover letter and resume to info@jannus.org. Or fax to 208.336.0880 or mail or deliver to 1607 W Jefferson St., Boise, ID 83702 by the above stated deadline.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.

Jannus, Inc. is an Affirmative Action / Equal Employment Opportunity Employer

Jannus, Inc. shall abide by the requirements of 41 CFR sections 60-1.4(a)(7), 60-300.5(a) and (d), 60-741.5(a) and (d), and 29C.F.R. Part 471, Appendix A to Subpart A, if applicable. These regulations prohibit discrimination against qualified individuals including on the basis of race, color, religion, age, gender, pregnancy, national origin, mental or physical disability, genetic information, sexual orientation or gender identity, veteran status or disability, military status, or any status protected by federal, state or local law and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment women, minorities, qualified protected veterans, and individuals with disabilities.