



Join Our Team as the Out of School Time Program Director

Immediate Opportunity: Be Part of a Mission-Driven Organization!

We are looking for an experienced Director to lead our Out of School Time Programming across several school districts in the Northern Kentucky region. The Out of School Time (OST) Program Director is responsible for managing partnerships across multiple NKY school districts to ensure high-quality OST program delivery, consistency, and alignment with organizational goals and the Partners for Change OST framework. The director will lead efforts to implement and maintain effective programming, ensure data-driven decision-making, and support program staff in meeting performance benchmarks. The director will also collect and analyze data and report outcomes to major funders and community stakeholders. This role requires strategic leadership, strong communication skills, and a commitment to providing impactful out-of-school-time experiences for youth.

This role will lead the organization's work to manage a comprehensive Out of School time system, which includes: ensuring consistency and delivery of best practices across all districts participating in OST programs through Partners for Change, providing training and technical assistance to direct service providers at the district level, developing foundational training opportunities for district professionals in the OST field, manage contracts and a network of community partners and stakeholders, and engaging with the broader community to identify ongoing learning opportunities for the organization.

About Partners for Change

Since 1999, Partners for Change (formerly Covington Partners) has worked to eliminate barriers to success for Northern Kentucky youth by addressing critical issues such as drug abuse and violence. Over the years, we've expanded our programs to include, out of school time, mentoring, family engagement, wellness, and mental health initiatives.

Through a **Community Learning Center model**, we unite students, families, partners, and volunteers to ensure every child reaches their full potential. By providing wrap-around

support services at every stage of a student's educational journey, we're building a stronger community together for students across Northern Kentucky.

Learn more at www.mycovingtonpartners.org.

Position Overview

Job Title: Out of School Time Program Director

Organization: Partners for Change

Location: Hybrid (Northern Kentucky region)

Reports to: Chief Executive Officer

Type: 40 hours / week - Full Time Salary Position with Benefits

Salary Range: \$75,000 - \$90,000 (Depending on Experience)

Key Responsibilities

Program Oversight and Quality Assurance

- Oversee the planning, implementation, and evaluation of OST programs across multiple school districts.
- Ensure program consistency and adherence to established curriculum, policies, and standards as well as the Partners for Change OST framework and expectations.
- Develop and implement quality assurance measures, including site visits, program reviews, and program evaluations.
- Collaborate with school district representatives and community partners to align programming with district goals and community needs.

Staff Management and Development

- Supervise and support a team of coordinators, providing regular guidance, coaching, and performance feedback.
- Facilitate professional development opportunities for coordinators and program staff to build capacity and ensure best practices.
- Foster a collaborative and inclusive team environment, encouraging innovation and problem-solving.

Data Collection and Reporting

- Develop and oversee systems for consistent data collection and analysis to track program outcomes and impact.
- Use data to inform program improvements and decision-making, ensuring alignment with organizational goals.

- Prepare and present regular reports on program performance to leadership, funders, and stakeholders.

Strategic Leadership and Planning

- Collaborate with senior leadership to establish long-term goals and strategic priorities for OST programming.
- Identify opportunities for program growth and innovation across school districts.
- Advocate for resources and support to sustain and expand programming.

Budget and Resource Management

- Assist in the development and management of program budgets, ensuring efficient use of resources.
 - Identify funding opportunities and support grant writing and reporting efforts.
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Qualifications

Education and Experience

- Bachelor's degree in education, youth development, social work, or a related field (Master's degree preferred).
- Minimum of 5 years of experience in managing out-of-school-time or youth development programs, including staff supervision and program evaluation.
- Experience working with multiple school districts or community organizations is highly desirable.

Skills and Competencies

- Strong leadership and team management skills, with the ability to inspire and motivate staff.
 - Excellent organizational and project management abilities, with a focus on detail and follow-through.
 - Proficiency in data collection, analysis, and reporting to drive program improvement.
 - Strong communication and interpersonal skills, with the ability to collaborate with diverse stakeholders.
 - Knowledge of best practices in OST programming, youth development, and education.
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Why Join Us?

At Partners for Change, you'll be part of a passionate team working to create opportunities for youth and families. Your work will directly contribute to breaking down barriers and building a stronger, healthier community.

How to Apply

To apply, send your **resume** and **cover letter** to **info@partnersforchange.org**. Please include details about your qualifications and why you're excited about this opportunity.

EEO Statement

Partners for Change is an equal opportunity employer. We are committed to building a diverse and inclusive workplace and do not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, sexual orientation, marital status, disability, or any other protected characteristic in accordance with applicable laws.