

Explora Job Description

Group: New Mexico Out-of-School Time Network (NMOST)

Position: OST Leadership Institute Manager

Reports to: Executive Director New Mexico Out-of-School Time Network

Date last updated: 1.15.19

FLSA status: 40 hours per week (FT)

Salary: \$38,500



To Apply: Send resume, cover letter and 3 professional references to May Sagbakken, msagbakken@explora.us.

Position Summary:

The Out-of-School Time (OST) Leadership Institute Manager will take a lead role in the development of the first Out-of-School Time (OST) Leadership Institute in New Mexico. The Manager will form strategic partnerships; plan and design training curriculum; conduct extensive outreach to rural and urban communities in underserved areas to recruit participants; and organize and coordinate training of OST leaders over a period of 12 months.

The main goal of the OST Leadership Institute is to improve access and quality of afterschool and summer learning programs across New Mexico, and increase the number of quality OST programs funded and sustained in underserved communities. The Manager, in collaboration with NMOST staff, Leadership Council, training partners and consultants, will develop learning objectives for training sessions; identify location for training; and select subject areas reflective of participants needs.

The Manager will be responsible for the design of a high quality professional development curriculum focusing on common planning, implementation and quality assessment tools; evaluation and best practices; funding sources and fundraising strategies; social and emotional learning strategies; policy and system building.

In collaboration with the network staff and NMOST Leadership Council, the Manager will also design and coordinate the participant recruitment strategy, training schedule, travel and accommodations; and ongoing support for participants throughout the one year training program. The Manager will write mid-term and final reports and assist with sustainability planning.

Essential Duties and Responsibilities:

- Based on research and stakeholder input, plan and design learning objectives and training curriculum, including evaluation strategies.

- Identify and recruit facilitators and trainers needed for the various training modules; present in-person and/or organize online training sessions with qualified personnel.
- Review existing training materials; design new training materials if needed; and modify course materials and training manuals to meet specific training needs.
- Organize the training program, including selecting course content and materials.
- Create and deliver recruitment and communications strategy to promote the OST Leadership Institute and recruit participants.
- Plan and design participant selection process.
- Schedule training sessions, organize information technology and other equipment, and manage enrollment.
- Select training facility, organize participant travel and accommodations.
- Work with managers to address learning issues, instruction problems, or new educational needs.
- Participate in NMOST staff meetings and Leadership Council meetings.
- Travel for meetings, trainings, or other job-related duties.
- Communicate with participants, trainers and management to ensure high quality training experience.
- The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. Explora and NMOST maintains the right to augment or delete duties and responsibilities as business dictates.

Minimum Qualifications:

- Bachelor's degree in related field
- 2 year +experience with development of trainings, webinars and/or workshops
- Ability to work both independently and with a team in a fast paced environment
- Ability to travel and work on weekends when needed
- Initiative to establish and maintain effective interpersonal relationships with community stakeholders
- Maintain a flexible attitude
- Excellent problem solving, critical thinking, planning skills
- Excellent organizational skills, time management skills, and attention to detail
- Excellent verbal and written communication skills
- Expressed interest in community development and empowerment

Functional Work Characteristics:

- Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting
- Requires effective eye-and-hand coordination and manual dexterity.

Work Conditions:

- Most essential duties are performed in a museum and office environment with exposure to a

variety of business equipment and other pertinent materials normally found in this type of work setting.

- Museum facilities may expose incumbent to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- Work is normally performed in an area of limited privacy.

Employment Screening and Compliance:

- Position may require a person to be bonded.
- Background check is required.
- Individual may be required to complete a medical examination and background check.
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and client/customers.
- Employee must maintain a current and valid driver’s license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car.

Employee Acknowledgement:

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment “at will” and may be concluded at the convenience of Explora Science Center and Children’s Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the Americans with Disabilities Act (ADA).

Employee Signature

Date Signed

Director Signature

Date Signed