

JOB POSTING

January 15, 2019

Part-Time Professional Development Specialist

Job Description

The part-time (15 hours per week) Professional Development Specialist is responsible for developing and delivering training, coaching and quality advising services for those working with school-age children and youth. Position reports to the Executive Director.

Key responsibilities will include:

- Develop and deliver training to afterschool professionals on a range of topics, including program quality and behavior management, as well as content focused training, e.g. arts or science activities.
- Provide quality advising and technical assistance to after school and summer youth programs.
- Assist with the logistics and implementation of conferences, workshops and trainings.
- Promote the use of self-assessment tools to improve program quality.
- Contribute to website sections related to quality, best practices and evaluation and calendar of statewide, regional and national after school professional development opportunities.
- Attend in-state and out-of-state meetings, conferences and Network related trainings.
- Collaborate with other staff, board and other stakeholders to support efforts of advocacy, fund development, communications and public awareness.

Qualifications

This is an outstanding opportunity to play a critical role in afterschool and summer programs statewide. Therefore, first and foremost, the Professional Development Specialist must be committed to the mission of building local program capacity through a coaching/mentoring model. Additional qualifications include:

- Bachelor's degree, Master's preferred, with at least three (3) years work experience in after school and/or summer youth programs.
- Expertise and experience in implementing best practices and quality standards in the after school field.



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- Prior experience providing interactive professional development trainings in a group setting.
- Familiarity with agencies providing relevant professional development.
- Strong knowledge of child/youth development and curriculum development.
- Ability to build and maintain relationships with afterschool and summer programs.
- Excellent oral and written communication skills.
- Organized and able to set priorities.
- Strong technology skills and knowledge of Microsoft Office software.
- Ability to drive to locations across Connecticut – must have reliable transportation, valid driver's license and insurance.

Personal Attributes

- Passion for learning outside the traditional school day
- Collaborative community-builder
- A sense of humor
- Embraces diversity
- Exceptional communicator (both oral and written), listener and learner
- Contagious enthusiasm with energy and tenacity to deliver results

About Us

About the Connecticut After School Network: We are dedicated to promoting young people's safety, healthy development and learning outside the traditional classroom. We do this by providing training and technical assistance to improve program quality; influencing policy on behalf of youth and families; and expanding funding opportunities. For more information, please check us out at ctafterschoolnetwork.org, [facebook.com/CTAfterSchoolNetwork/](https://www.facebook.com/CTAfterSchoolNetwork/), twitter.com/CTASN, and www.pinterest.com/CTafterschool/

Compensation

Hourly salary between \$22 - \$26 depending upon education and experience. Fifteen hours per week, hours vary and will include travel to and from afterschool programs and training locations throughout the state, and will include evenings and up to four weekends per year.

Start Date

The ideal start date for this position is March 1, 2019.

How to Apply

The Search Committee is soliciting applications immediately. Applications (consisting of a current resume and letter of interest) should be sent to: Michelle Doucette Cunningham, Executive Director, Connecticut After School Network, mdc@ctafterschoolnetwork.org. **No phone calls please.** Applications received by **February 4th** will receive priority review, although applications will be accepted until the position is filled.



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Job Information

- Location: Hartford, Connecticut, 06106, CT-Hartford County
- Position Title: Part-Time Professional Development Specialist
- Company Name: Connecticut After School Network
- Job Function: Education
- Entry Level: No
- Job Type: Part-Time
- Job Duration: Indefinite
- Min Education: BA/BS/Undergraduate
- Min Experience: 3-5 Years
- Required Travel: 25-50%
- Reports to: Executive Director
- Classification: Part Time/Non-Exempt

