



Position Description
School Age Child Care Capacity Coordinator

THE POSITION

The School Age Child Care Capacity Coordinator is an integral part of the Strengthening Programs team at Vermont Afterschool (VTA), and reports to the Executive Director. This position is charged with supporting the Expanding School Age Child Care Capacity Grant program by acting as the point person for grantees and providing technical assistance, helping to document their impact, visiting programs, and reviewing their reimbursement requests. The initiative also includes assisting with marketing and communication efforts to both programs and families about the Child Care Financial Assistance Program (CCFAP), particularly in underserved areas of the state. The project is connected to Vermont's efforts toward universal afterschool and summer programming.

THE ORGANIZATION

VTA is a statewide non-profit organization dedicated to strengthening programs, building partnerships, and transforming communities so that all Vermont youth are active, engaged, connected, and heard. As the lead organization in Vermont for issues concerning afterschool programs, out-of-school time, summer learning, and expanded learning opportunities, we love our work. We know that young people make a better Vermont and strongly believe that all children and youth have the right to opportunities that will help them grow into happy and healthy adults.

KEY RESPONSIBILITIES INCLUDE:

- **Create and Coordinate School-Age Child Care Capacity Grant Process.**
 - Lead the development of systems and processes to allow VTA to quickly roll out a grant competition for the field to support additional capacity and access for school-age youth in their child care programs.
 - Create an RFP with stakeholders' priorities, including increased slots in year-round child care programs and the number of programs that accept CCFAP.
 - Establish and coordinate a volunteer selection committee, including the Child Development Division (CDD) and Building Bright Futures' Early Learning and Development Committee, which will review applications and make recommendations on which project proposals to approve, collaborating with members of the Vermont Afterschool team and statewide stakeholders as needed.
 - Develop a system to allow VTA to monitor the status of each interested organization.

- **Provide Technical Assistance to Applicants and Grantees.**
 - Provide information to prospective applicants and respond to applicants' questions as they craft their proposals.
 - Assist in scheduling and participate in webinars for grantees, sharing information about funding and programmatic requirements.

- **Manage the Expanding School Age Child Care Capacity Grant Program.**
 - Overall management of grantees, including knowledge of their individual goals, deliverables, and budgets.
 - Respond to all concerns from grantees as the main contact for questions from grantees.
 - Create and maintain files for all grantees, ensuring they are updated regularly.
 - Enter all grant programs and their staff into the VTA database and update as needed.
 - Collect and review monthly fiscal reports and related documentation from grantees. Follow up with programs on missing or incorrect submissions. Complete necessary paperwork to submit to the VTA business office for program reimbursement.
 - Physically visit grant programs around the state to ensure that programs are working toward their stated goals and using funds appropriately.
 - Collect and document a system to evaluate the effectiveness of the grant program on an ongoing basis, including numerical data points and stories of success for each grantee.
 - Gather sub-subrecipient feedback that evaluates VTA's customer service performance and grant program impact.
 - Create and submit a final evaluative report to include data points (e.g., number of applications received, number of grants awarded, number of new school-age slots, etc.) and a narrative summary.

- **Provide Professional Development Support.**
 - Locate, create, and share relevant resources with sub-subrecipients.
 - Ensure that grant programs and their staff are connected to VTA's professional development system by sharing upcoming trainings and information about other professional development opportunities that connect to the Vermont Afterschool Pathways.
 - Ensure that programs are informed on relevant program assessment tools, and how to best use them to increase program quality.

- **Playing a Key Role on Our Team.** The School Age Child Care Capacity Coordinator will work collaboratively with all members of the VTA team and may be asked to accept other duties as assigned to ensure a responsive and nimble organization serving youth and providers across the state.

ESSENTIAL SKILLS NEEDED:

- Demonstrated organizational and/or project management skills including the development of systems quickly and effectively; the creation of written, oral, and online communication materials, and the fostering positive relationships with a wide variety of programs, providers, and families.
- Training and experience in education, youth work, and/or afterschool; preferably in a Vermont family home provider program, licensed child care, or afterschool program.
- Sufficient understanding of the use and management of federal funds and/or the ability to demonstrate experience with similar systems
- Understanding of key elements of quality afterschool programming, including social emotional learning, youth engagement, voice and choice, personalized learning, and supportive environments.
- Demonstrated vision and passion for supporting others in creating positive environments for the learning, care, and development of children and youth.
- Genuine interest in ensuring equitable access for all children and youth regardless of race, ethnicity, gender, geographic location, identities, abilities, and family income level.
- Excellent communication and interpersonal skills, including a proven record of working collaboratively with others.
- Ability to multitask, with excellent time management and organizational skills, and to work independently with self-direction.
- Confidence in solving problems with tenacity and perseverance.
- Understanding of standard evaluation methods and the ability to analyze data to inform project direction and improvement priorities.
- Proficiency in the use of technology, including MS office products (e.g., Word, Excel, Publisher), and the ability to produce documents and reports that are well-written and well-presented.
- Reliable transportation required. This position will require travel throughout Vermont at all times of year and may require time in the evenings or on the weekends. While some flexibility is available, the position will be based primarily out of VTA's offices in South Burlington, VT.

HOW TO APPLY

We offer a competitive compensation package and the opportunity to play a role in growing an organization. Expected compensation for this position starts at \$25--\$28/hour and depends on qualifications and experience. This position is also dependent on continued grant funding.

To apply, please send a cover letter, resume, and three references to jobs@vermontafterschool.org. Applications are being accepted on a rolling basis and must be submitted electronically. We will begin holding interviews in late July or early August. The position is posted until filled and is available immediately.

Vermont Afterschool is an equal opportunity employer, and we especially welcome applications from individuals who will contribute to our diversity.