



PROGRAM MANAGER JOB DESCRIPTION

I. ORGANIZATION OVERVIEW

College Bound Dorchester, formerly known as Federated Dorchester Neighborhood Houses, has been serving the community of Dorchester since 1965. Although the organization's name has changed its commitment to supporting positive change in Dorchester remains resolute.

Everyday College Bound Dorchester's educators work with diverse populations between 3 months to 80 years of age, including at-risk youth, newly arrived immigrants and families struggling to provide educational support to their children. In each program, College Bound Dorchester provides educational services to the underserved and lays the foundation for future academic, economic and social success. By providing a continuum of services, College Bound Dorchester ensures that no student gets lost on their path to higher education and that all students have the tools to realize their goals. This work has the ability to not only increase the number of college graduates in Dorchester, but to also shift the community's mindset about college. This shift, from one of limited possibilities to one of high aspirations for all, will ultimately have transformative impact on the community's socio-economic development.

With an annual budget of \$5.6 million and a staff of 90, College Bound Dorchester annually serves over 1,000 children, youth and adults.

II. JOB TITLE: Program Manager of Out of School Time
REPORTS TO: Director of Early Education and Out of School Time

III. POSITION OVERVIEW

The Program Manager of Out of School Time will be responsible for the leadership of College Bound Dorchester's after school and summer enrichment programs. The Program Manager will provide all educational, programmatic, and administrative supervision for the program and will work closely with the Director of Early Education and Out of School Time to ensure quality while preparing for aggressive growth plans.

IV. DUTIES AND RESPONSIBILITIES

- Model commitment to College Bound Dorchester's mission of utilizing education to create social change through college graduation;
- Implement program curricula, assessment and instructional models that conform to proven best practices;
- Develop academic, social and emotional goals for the programs that ensure high expectations for all students;



- Supervise all OST staff; coordinate all professional development activities and develop appropriate outcomes based performance management system;
- Develop and utilize outcomes-based systems and reports for program evaluation;
- Work with staff to develop student support and transitional planning systems; develop aftercare and referral plans for students;
- Preserve and expand partnerships and collaborations with local agencies, court systems, and schools;
- Engage families and the community at large to advance the mission of College Bound Dorchester;
- Maintain and oversee all compliance and regulatory data for operation and accreditation; maintain compliance with state and federal regulations regarding confidentiality; monitor all billing and reports for the programs;
- Participate in other activities as needed.

V. QUALIFICATIONS AND SKILLS

- Commitment to the mission and vision of College Bound Dorchester and the potential of young people participating in the Out of School Time programs;
- Experience supervising, training and developing educators;
- Progressive leadership in an educational setting, preferable in an OST program;
- Ability to develop effective partnerships with a variety of different groups;
- Exemplary written and verbal communication skills;
- Highly organized and motivated, with the ability to multi-task and meet deadlines;
- Ability to work cross functionally with a diverse staff and to support a diverse population of student;
- Self-directed, enthusiastic, reliable and creative, comfortable working as a team player to develop and enhance College Bound Dorchester's OST programs.

VI. SALARY AND HOURS

Full-time position; Salary commensurate with experience.

Please email a resume and cover letter, outlining how skills and experience will support the work of College Bound Dorchester. Please state how you heard about this opportunity and your salary requirements in cover letter. Send resumes to Sherrie Waller at swaller@collegebounddorchester.org with subject line "OST Program Manager."