



## **Out-of-School Time (OST) Coordinator Bilingual (Spanish) Out-of-School Time (OST) Coordinator**

### **General Duties:**

Ensure that participants are connected to support services within the coordinated model of high quality, comprehensive OST programming. Responsible for coordinating all OST related activities as outlined by grant requirements and/or memoranda of understanding (MOU) between CIS of Richmond (CIS) and partner agencies.

Reports to the Program Director for Middle Schools.

### **Specific Duties:**

- Provide Integrated Student Supports for those students identified as medium or high risk in attendance, behavior, and course performance according to either school staff reporting or CIS observation.
- Utilize Trauma Informed Care and mindfulness practices when working with students.
- Works collaboratively with the coordinating agency to complete required assessment tools (SAYO or other approved tool) and standard data reports.
- Monitor and record school day and program attendance in order to facilitate OST participation and address barriers to full participation.
- Observe and redirect negative student behaviors as needed during programming. Provide feedback to appropriate provider or other staff.
- Review all NextUp students at least once per session for early warning signs and facilitate interventions with site team.
- Actively engage parents, volunteers, and community partners to support program planning and advocate for students to encourage program participation.
- Promote OST programming and conduct purposeful and engaging recruitment and retention activities.
- Participate in required weekly site team meetings and ensure that all appropriate staff are informed of individual student needs and supports.
- Share, as is appropriate, student needs and intervention strategies with providers to further support participation.
- Ensure that data is collected, entered and reported to appropriate stakeholders in a timely manner.
- Work collaboratively with the CIS Site Coordinator to strategically support the CIS/OST model regarding student programming and data.

### **Qualifications:**

Bachelor's degree in human services (social work preferred) area and/or five years relevant experience. Knowledge of Richmond's social service network, as well as, community and school-based services. High level of written and verbal communication skills. Proven ability to work both autonomously and as part of multiple teams. Experience managing multiple projects. Sensitivity to cultural diversity issues, knowledge of parental engagement strategies, and mediation skills preferred. Computer skills required. A valid VA driver's license and reliable transportation are required.

**Hours:** 8:30 a.m. - 4:30 p.m. (August - September)  
10:00 a.m. - 6:00 p.m. (October - June)