

CONTRACT
between the Madison Metropolitan School District and the City of Madison
for
MADISON OUT OF SCHOOL TIME PROJECT 2013-2014

1. **PARTIES.**

This is a contract between the City of Madison, Wisconsin, hereafter referred to as the "CITY" and the Madison Metropolitan School District (MMSD) hereafter referred to as "MMSD."

2. **PURPOSE.**

The purpose of the MOST Project is to ensure that all of Madison's children and youth have access to comprehensive, high quality out-of-school time programs that support positive youth development, educational achievement, and career and/or community readiness. In order to accomplish this, the MOST Project will engage out-of-school (OST) time providers, the City, MMSD, Dane County, and other community stakeholders to develop a city-wide system that supports collaboration and coordination of OST programs for children and youth. Models implemented in Boston, Providence, New York, Chicago, and Washington, D.C., among other communities, will be examined to identify best practices that should inform Madison's project. The objective of this Agreement is to increase access to OST programs that support positive youth development, educational achievement and/or career and community readiness in children and youth.

3. **SCOPE OF SERVICES AND SCHEDULE OF PAYMENTS.**

This Contract is for the hiring and employment of the Madison Out of School Time Coordinator, known as MOST Coordinator. Services on behalf of the City will be performed by the MOST Coordinator who shall be employed as a full time employee of the City of Madison and who shall be subject to all of the ordinances, rules and employment policies of the City of Madison, at all times, whether performing services at City facilities or MMSD facilities. The City will perform the following services through the MOST Coordinator and be paid by MMSD according to the following attachments which are hereby incorporated and made a part of this Contract:

For Services see: Attachment A, "Scope of Services."

For Payments see: Attachment B, "Payment for Services."

4. **EFFECTIVE DATE.**

This contract shall become effective upon execution by the Mayor, on behalf of the City of Madison; for the dates described in Section 21 and Attachment A, herein.

5. **ENTIRE AGREEMENT.**

The entire agreement of the parties is contained herein and this contract supersedes any and all oral contracts and negotiations between the parties.

6. **ASSIGNABILITY/SUBCONTRACTING.**

CITY shall not assign or subcontract any interest or obligation under this contract without MMSD's prior written approval.

7. **DESIGNATED REPRESENTATIVE.**

- A. CITY designates the Director of the Madison Community Development Division as Contract Agent with primary responsibility for the performance of this contract. In case this Contract Agent is replaced by another for any reason, the CITY will designate another contract Agent within seven (7) calendar days of the time the first terminates his or her employment or responsibility using the procedure set forth in Section 13, Notices.
 - B. MMSD designates the Assistant Superintendent for Business Services as the Contract Administrator for MMSD.
8. **PROSECUTION AND PROGRESS.**
- A. Services under this Contract shall commence as described in Attachment A, Scope of Services.
 - B. The CITY shall complete the services under this Contract within the time for completion specified in Attachment A, the Scope of Services, including any amendments. The time for completion may be extended by the MMSD in the event of unavoidable delay caused by war, insurrection, natural disaster, or other unexpected event beyond the control of the parties.
9. **AMENDMENT.**
- This contract shall be binding on the parties hereto, their respective heirs, devisees, and successors, and cannot be varied or waived by any oral representatives or promise of any agent or other person of the parties hereto. Any other change in any provision of this contract may only be made by a written amendment, signed by the duly authorized agent or agents who executed this contract.
10. **EXTRA SERVICES.**
- The MMSD may request the CITY to perform extra services or decreased services, according to the procedure set forth in Section 18. Extra services or decreased services means services which are not different in kind or nature from the services called for in the Scope of Services, Section 3, but which may increase or decrease the quantity and kind of labor or materials or expense of performing the services.
11. **NO WAIVER.**
- No failure to exercise and no delay in exercising, any right, power or remedy hereunder on the part of the parties shall operate as a waiver thereof, nor shall any single or partial exercise of any right, power or remedy preclude any other or further exercise thereof or the exercise of any other right, power or remedy. No express waiver shall affect any event or default other than the event or default specified in such waiver, and any such waiver, to be effective, must be in writing and shall be operative only for the time and to the extent expressly provided by the CITY or Contractor therein. A waiver of any covenant, term or condition contained herein shall not be construed as a waiver of any subsequent breach of the same covenant, term or condition.
12. **SEVERABILITY.**
- It is mutually agreed that in case any provision of this contract is determined by any court to be unconstitutional, illegal or unenforceable, it is the intention of the parties that all other provisions of this contract remain in full force and effect.
13. **NOTICES.**

All notices to be given under the terms of this contract shall be in writing and signed by the person serving the notice and shall be sent registered or certified mail, return receipt requested, postage prepaid, or hand delivered to the addresses of the parties listed below.

FOR THE CITY: Director, Community Development Division
Madison Municipal Bldg., Room 225
215 Martin Luther King, Jr. Blvd.
P.O. Box 2627
Madison, WI 53703

FOR THE MMSD: Michael G. Barry
Assistant Superintendent, Madison Metropolitan School
District
MMSD Administrative Offices
545 W. Dayton Street
Madison, WI 53703

14. **THIRD PARTY RIGHTS.**

This contract is intended to be solely between the parties hereto. No part of this contract shall be construed to add, supplement, amend, abridge or repeal existing rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

15. **LAW APPLIED.**

This contract shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Wisconsin and Wisconsin Courts.

16. **COMPLIANCE WITH APPLICABLE LAWS.**

The City and MMSD, their agents and employees shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations which in any manner affect the services to be performed under this Contract. The parties understand that there is a labor agreement and City policies between CITY and its employees, which to the extent applicable, governs the relationship between CITY and the MOST Coordinator.

17. **COMPENSATION.**

Compensation shall be paid in accordance with Attachment B.

18. **SERVICE ORDERS, EXTRA SERVICE, OR DECREASED SERVICE.**

- A. Written orders regarding the services, including extra services or decreased services, will be given by MMSD, using the procedure set forth in Section 13, NOTICES.
- B. MMSD may, by written order, request extra services or decreased services, as defined in Section 10 of this contract.
- C. If in the CITY's opinion the order for extra service would entitle it to extra compensation or extra time, or both, the CITY shall not proceed to carry out the extra service, but shall notify the MMSD, pursuant to Section 13 of this agreement. The notification shall include the justification for the claim for extra compensation or extra time, or both, and the amount of additional fee or time requested.

19. **DEFAULT/TERMINATION.**

- A. In the event either party shall default in any of the covenants, agreements, commitments, or conditions herein contained, and any such default shall continue unremedied for a period of thirty (30) days after written notice thereof, the non-defaulting party may, at its option and in addition to all other rights and remedies which it may have at law or in equity against the other party, including expressly the specific enforcement hereof, forthwith have the cumulative right to immediately terminate this contract and all rights under this contract.
- B. Notwithstanding paragraph A, above, the CITY may in its sole discretion and without any reason terminate this agreement at any time by furnishing MMSD with twenty-eight (28) days written notice of termination. In the event of termination under this subsection, the MMSD will pay for all work completed by the CITY.
- C. MMSD reserves the right, upon sixty (60) days notice to the CITY to cancel the contract at any time on the basis of MMSD budgeting constraints. In the event of termination under this subsection, the MMSD will pay the CITY for all work completed by the CITY.

20. **LIABILITY.**

Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, committees, commissions, agencies, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, officers, officials, agents, boards, commissions, committees, agencies, and representatives. It is not the intent of the parties to waive any statutory protections or impose liability beyond that imposed by state statutes. The obligations of the parties under this paragraph shall survive the expiration or termination of this agreement

21. **TERM AND RENEWAL.**

The term of this Agreement shall be for one year from January 1, 2014 through December 31, 2014. This Agreement may be extended or renewed for a successive one year period upon the written agreement of the parties prior to the expiration of this term.

22. **NON-DISCRIMINATION.**

In the performance of work under this contract, MMSD agrees not to discriminate against any employee or applicant for employment because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status. MMSD further agrees not to discriminate against any subcontractor or person who offers to subcontract on this contract because of race, religion, color, age disability, sex, or national origin.

In the performance of work under this contract, CITY agrees not to discriminate against any MMSD employee, volunteer, student or student family member because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status. CITY further agrees not to discriminate against any employee or applicant for employment, subcontractor or person who

offers to subcontract on this contract because of race, religion, marital status, age, color, sex, handicap, national origin or ancestry, income level or source of income, arrest record or conviction record, less than honorable discharge, physical appearance, sexual orientation, political beliefs, or student status.

IN WITNESS WHEREOF, the parties hereto have set their hands at Madison, Wisconsin.

**THE MADISON METROPOLITAN
SCHOOL DISTRICT**

(Witness)

By: _____
Secretary of the Board of Education

Date: _____

Date: _____

(Print Name): _____

Title: _____

**THE CITY OF MADISON, WISCONSIN
a municipal corporation:**

By: _____
Paul Soglin, Mayor

Date: _____

By: _____
Maribeth Witzel-Behl, City Clerk

APPROVED:

David, Schmiedicke, Finance Director

Date: _____

Eric Veum, Risk Manager

Date: _____

APPROVED AS TO FORM:

Michael P. May, City Attorney

Date: _____

ATTACHMENT A

SCOPE OF SERVICES

The City of Madison (“City”) through the Madison Community Development Division will provide the following service to the Madison Metropolitan School District (“MMSD”):

- I. The Community Development Division shall assign one full time employee (1.0 FTE) in the capacity of Madison Out of School Time (MOST) Coordinator. This assignment will be on a full time basis for the period commencing January 1, 2014 and terminating December 31, 2014. Selection of the MOST Coordinator shall be the responsibility of the City with input and participation from MMSD and shall follow the City’s Civil Service Rules. Specifically, the City will recruit and screen candidates for minimum qualifications. MMSD will have input into the supplemental question development for the position and may serve as subject matter expert and/or interview panel participant as needed. The City reserves the right to make the final hiring decision in consultation with MMSD. The selection process may include a presentation to a joint MMSD and City audience regarding the work.

- II. The MOST Coordinator will be organizationally assigned to the Madison Community Development Division and shall work under the direction and supervision of the Youth Services Coordinator of the Madison Community Development Division, in consultation with MMSD, and shall perform their work as follows:
 - A. The MOST Coordinator shall be subject to all rules and regulations of the City and the Madison Community Development Division.
 1. The Services performed by the MOST Coordinator under this Contract will commence as soon as practical after the execution of this Agreement.
 2. The MOST Coordinator’s hours of work will be determined by the City in consultation with the MMSD.
 3. The MOST Coordinator shall perform their work three (3) days a week at a City facility designated by the Director of the Madison Community Development Division or his/her designee and two (2) days a week as directed by the MMSD Superintendent or his/her designee. The City and the MMSD shall each be responsible for providing adequate workspace and resources to the MOST Coordinator at their respective work sites. The MOST Coordinator shall abide by MMSD work rules and policies when working at MMSD.
 4. MMSD will be consulted, and may provide input into, any performance assessment or reviews of the MOST Coordinator’s job

performance including, but not limited to, discipline issued by the City pursuant to any violation of work rules and/or policies.

B. The MOST Coordinator will perform the duties and responsibilities as designated in the City's MOST Coordinator position description (See Attachment C). Additionally the MOST Coordinator shall:

1. Complete the MMSD criminal background check, a Confidentiality Agreement Regarding Access to Student Data, the Access to MMSD Online Anti-Harassment In-service Course and WI Act 81 DPI on-line training (mandated reporting).
2. Adhere to MMSD policies regarding the use of information technology devices when utilizing MMSD computer or information technology resources.
3. Meet weekly or at other mutually agreeable designated intervals, with the City of Madison Youth Services Coordinator, or designee and the MMSD Director of Strategic Partnerships and Innovation.
4. Be responsible for supporting the Action Team and Coalition meetings and shall coordinate collaboration and decision-making across and amongst all MOST Teams.
5. Attend all City Education Committee meetings when MOST is an agenda item.

C. The Parties and their respective personnel will work cooperatively to carry out this contract so as to enhance student access to comprehensive, high quality out-of-school time programs that support positive youth development, educational achievement and career/community readiness. It is the intent of this agreement that the relationship between the Parties be characterized by cooperation and mutual respect for each Party's policies, duties and responsibilities. It is further understood that City and its MOST Coordinator remain responsible to adhere to and comply with its own policies and all applicable local, state and federal law.

D. The Parties will share information and records as necessary for the administration and performance of this Contract, consistent with local, state and federal law relating to confidentiality and disclosure of public records, including but not limited to MMSD pupil records, created or maintained by educational institutions. Consistent with the foregoing, the Parties shall cooperate and coordinate concerning any requests brought under the Wisconsin Public Records Laws (Wis. Stats. sec. 19.32-19.39) for inspection of records that are created or kept by the MOST Coordinator. The City shall be the custodian of all such records and shall make a final determination under the Wisconsin Public Records Laws as to whether such inspection shall be allowed.

- III. The Parties are committed to developing a comprehensive and effective MOST initiative. The MOST Coordinator will prepare written reports and/or present evidence outlining progress towards program objectives and metrics to be reviewed with the City and MMSD on mutually agreeable dates in February 2014, May 2014, August 2014 and December 2014. The objectives and metrics of this program shall be as follows:
- A. Objective 1: Facilitate coordination and collaboration amongst MOST stakeholders:
 - 1. Outcome 1a: Convene regular Coalition and Action Team meetings.
Metric: Meeting notes.
 - 2. Outcome 1b: Develop and implement Learning Summit.
Metric: Learning Summit agenda, statistics, notes, survey
 - 3. Outcome 1c: Develop initial membership guidelines for Coalition.
Metric: Coalition Membership Guidelines document
 - B. Objective 2: Develop an Information Management System (IMS) that will provide access to families and data to MOST stakeholders:
 - 1. Outcome 2a: Research existing MOST city-wide systems.
Metric: MOST benchmarking report
 - 2. Outcome 2b: Develop MOST asset/resource map.
Metric: MOST asset/resource map.
 - 3. Outcome 2c: Develop plan for web-based asset/resource map.
Metric: Plan for internet web-based map.
 - 4. Outcome 2d: Research IMS options.
Metric: IMS analysis report and recommendations.
 - C. Objective 3: Support MOST program improvement that leads to positive youth development, educational achievement, and/or career and community readiness in children and youth.
 - 1. Outcome 3a: Develop structure for youth, parent, and community engagement in MOST.
Metric: Develop structure for youth, parent and community engagement.
 - 2. Outcome 3b: Examine research-based OST program quality standards recognized nationally and/or used by existing citywide MOST systems.
Metric: Examine research-based OST program quality standards recognized nationally and/or used by existing citywide MOST systems.
 - 3. Outcome 3c: Identify and vet characteristics of high-quality OST programs.

Metric: Identify and vet characteristics of high-quality OST programs.

- D. Objective 4: Develop the process, systems, and necessary infrastructure to implement the MOST Project.
1. Outcome 4a: Develop logic model, timeline, and tracking process for MOST Project.
Metric: Develop logic model, timeline, and tracking process for MOST Project.
 2. Outcome 4b: Establish necessary systems to facilitate communication across all MOST teams.
Metric: Establish necessary systems to facilitate communication across all MOST teams.
 3. Outcome 4c: Monitor and report progress towards meeting expectations outlined in this MOA.
Metric: Monitor and report progress towards meeting expectations outlined in this MOA.

IV. Coordination, Planning and Committees.

- A. The MOST Coordinator will be responsible for supporting the coordination, communication and decision-making across all MOST Teams. MOST Coordinator, City Youth Services Coordinator, MMSD Director of Strategic Partnerships & Innovation, will meet weekly. The Mayor and the Superintendent of Schools agree to meet on a regular basis to discuss the implementation or coordination of this Agreement and any related issues.
- B. Coalition – The Coalition is a community based group comprised of a broad representation of stakeholders invested in the success of children and youth and share an interest in creating and sustaining a city-wide MOST system. The Coalition has decided that it will be responsible for generating ideas regarding the development of the MOST system and for reviewing Action Team proposals.
- C. Action Team – The Action Team is an existing community based group comprised of a subgroup of Coalition Council members and additional MOST stakeholders from the City, Dane County and interested OST providers. The Action Team develops and designs recommended components of the MOST Project. The Action Team currently meets bi-weekly.
- D. Education Committee – The Education Committee has been created pursuant to sec. 33.28, Madison General Ordinances. The MOST Coordinator will utilize the City Education Committee as a formal link between the MOST program and local government for policy and resource recommendations/support.

- V. Property Rights in the Event of a Termination – In the event either party terminates this Agreement, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by the MOST coordinator shall be the property of both parties, that is, copies will be produced for both the City and MMSD. Any purchases of materials or equipment made by the City for this project shall remain the property of the City and the City shall maintain records that will clearly identify such materials or equipment. Any MMSD property used or any material or equipment purchased by MMSD for this project shall remain the property of MMSD and MMSD shall maintain records that will clearly identify such materials or equipment.
- VI. Public Records Law Administration – For purposes of administering the Wisconsin Public Records Laws (Wis. Stats. §§19.31-19.37) MMSD shall remain the custodian of all records that originated with the MMSD. The MOST Coordinator shall not allow any public records requester to inspect MMSD records but shall instead refer such request and requester to the MMSD records custodians. The MOST Coordinator shall be the Custodian of all other records created or kept by the MOST Coordinator and shall respond appropriately under the law to any requests to inspect such records. Each party shall be solely responsible for responding to and defending its actions in regards to requests to inspect records for which they are the custodian of records under this provision.

ATTACHMENT B

PAYMENT FOR SERVICES

- I. The City agrees to secure and/or employ all personnel necessary to carry out its obligations under this Agreement. City shall be responsible for any salary and benefits due such personnel, and MMSD shall reimburse City for up to 40% of the salary (i.e., wages paid) and benefits of the MOST Coordinator, MMSD's reimbursement to the City not to exceed an annual amount of \$41,000.00

- II. Payment for Services: City will invoice MMSD on a semi-annual basis, on or about June 30, 2014 and December 31, 2014. Invoices shall be payable within forty five (45) days of receipt. In the event MMSD believes services invoiced have not been delivered or do not conform to the specifications herein, MMSD shall provide written notice of its invoice dispute to the City within ten (10) business days of MMSD's receipt of the invoice. MMSD may be allowed an additional ten (10) calendar days to provide written clarification and details regarding such dispute. The City and MMSD shall develop a plan to outline reasonable steps to be taken to resolve the issues presented by MMSD's invoice dispute ("the Plan"), including reasonable deadlines for completion thereof. MMSD may only withhold payment of the amount actually in dispute, and only until the City completes the items agreed to in the Plan. If the Plan is not in place, and a dispute regarding payment for services arises, the City and MMSD agree to submit the invoice dispute to a neutral mediator.

Any invoice not disputed as described above shall be deemed accepted by MMSD. The City may terminate this Agreement for MMSD's failure to make payment or for an untimely payment for any accepted Invoice.

Invoices will include the following information: Work location, name of MOST Coordinator, date and hours worked, rate of pay, fringe benefits rate, total salary and fringe benefits. Invoices shall be delivered to:

Madison Metropolitan School District
ATTN: Ms. Jessica Hankey
545 W. Dayton Street
Madison, WI 53703

- III. Rate of Pay And Benefits: The City will invoice MMSD based on the bi-weekly rate for the MOST Coordinator. The MOST Coordinator shall receive the same benefits as all other non-represented professional employees in Compensation Group 18 as may be provided by the Madison General Ordinances, Resolution of the Common Council, Administrative Procedure Memoranda or other official City action throughout the duration of this Agreement. Benefits are based on the rate for City employees, set annually by the City Finance Director.

IV. Short Term Absences (Less Than One Month):

- A. Short term absences including, but not limited to, vacation, floating holiday, sick leave, observed holidays, bereavement and approved leave of absences of less than one month duration are considered “wages paid” and are part of the bi-weekly invoice rate to MMSD.
- B. Work Related Injury: MMSD will not be invoiced for time missed due to a work related injury. Worker’s Compensation Insurance will cover this expense. Should the MOST Coordinator’s work related injury require them to be absent from work for either a long term or extended period of time the City, after consultation with MMSD, may choose to fill the position with an acting appointment. Any acting MOST Coordinator shall be selected pursuant to the provisions in Attachment A, “Scope of Services”, Section I. Once the decision is made to select an acting MOST Coordinator, MMSD will only be invoiced for salary and benefits of the acting employee.

V. Long Term Absences (One (1) Month To Twelve (12) Weeks):

In the event the MOST Coordinator is consecutively absent for any period of time between one (1) month and twelve (12) weeks, MMSD will be invoiced for, and will continue to pay, 40% of the salary (wages paid) and benefits of the MOST Coordinator with the exception that the City will not invoice MMSD for the MOST Coordinator’s salary during any period of time when the MOST Coordinator is receiving wage insurance. MMSD will be invoiced for any time worked by an acting MOST Coordinator. Any acting MOST Coordinator shall be selected pursuant to the provisions in Attachment A, “Scope of Services”, Section I. Once the decision is made to select an acting MOST Coordinator, MMSD will only be invoiced for salary and benefits for the acting employee.

VI. Extended Absences (Greater Than Twelve (12) Weeks):

In the event the MOST Coordinator will be consecutively absent for a period of time greater than twelve (12) weeks the City, after consultation with MMSD, may choose to fill the position with either an acting or replacement MOST Coordinator. Any acting or replacement MOST Coordinator shall be selected pursuant to the provisions in Attachment A, “Scope of Services”, Section I. Once the decision is made to select an acting or replacement MOST Coordinator, MMSD will only be invoiced for salary and benefits for the acting/replacement employee.

ATTACHMENT C

CITY OF MADISON POSITION DESCRIPTION – MOST COORDINATOR

1. Name of Employee (or "vacant"):

Jennifer Lord

Work Phone: (608) 261-9282

2. Class Title (i.e. payroll title):

Community Services Specialist I

3. Working Title (if any):

Madison Out-of-School Time (MOST) Coordinator

4. Name & Class of First-Line Supervisor:

Mary C. O'Donnell

Community Services Coordinator II (18-8)

Work Phone: (608) 261-9122

5. Department, Division & Section:

Department of Planning, Community and Economic Development

Community Development Division

Community Resources Section

6. Work Address:

215 Martin Luther King Jr. Blvd. Room 225

7. Hours/Week: 38.75

Start time: Variable End time: Variable

8. Date of hire in this position:

May 7, 2013

9. From approximately what date has employee performed the work currently assigned:

May 7, 2013

-
10. Position Summary:

This is responsible professional work involving project management, development and maintenance of resource information systems and community coalition building for the Madison Out-of-School Time (MOST) initiative. Under the general direction of the City of Madison Youth Services Coordinator and Madison Metropolitan School District (MMSD) Director of Strategic Partnerships and Innovation, this work involves a wide range of contact

and communication with the public as well as representatives from non-profits, Neighborhood Resource Teams, MMSD, and multiple City Departments. The work will involve the development of dissemination and promotional methods for the use of the resource information. The position will work under the general supervision of the Youth Services Coordinator in the City of Madison Community Development Division.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 50% A. Project Management, Administration and Coordination
 1. Conduct relevant research to inform the development of the MOST initiative.
 2. Develop timeline and supervise completion of project milestones.
 3. Recruit and support members of the MOST Coalition, Action Team and work groups.
 4. Facilitate communication among MOST Coalition, Action Team, work groups, and other relevant stakeholders.
 5. Support the Action Team and Coalition at meetings.
 6. Coordinate collaboration and decision-making across and amongst all MOST teams.
 7. Plan and coordinate events for MOST stakeholders (launch, summits, trainings, etc.).
 8. Document and assess progress made towards project goals and objectives.
 9. Present and prepare reports regarding the MOST initiative for relevant stakeholders.
 10. Complete other assigned duties relevant to meeting MOST goals and objectives.

- 30% B. Development, Maintenance and Dissemination of a Children/Youth Program Information System
 1. Work with service providers, MMSD, other funders, relevant City Departments and Divisions, and community stakeholders to develop and maintain a city-wide OST system.
 2. Create an on-going process of identifying gaps between the need for out-of-school time opportunities and the available program slots.
 3. Create a system to connect children/youth in need of out-of-school time activities with available opportunities.
 4. Develop methods to promote and disseminate information about the system.
 5. Prepare reports regarding OST program access and service for relevant City Committees, Commissions and Boards, and MMSD.

- 20% C. Development and Dissemination of community-wide quality standards for out-of-school time programs.
 1. Work with service providers, MMSD, other funders, relevant City Departments and Divisions, community stakeholders to identify and agree upon quality standards for out-of-school time programs.
 2. Develop methods to disseminate information on the quality standards for out-of-school time programs.

Primary knowledge, skills and abilities required:

Working knowledge of growth and development for school-age children/youth, role and function of non-profit and for-profit child/youth afterschool/summer programs, evaluation principles, techniques, and methods applicable to resource information systems.

Ability to identify barriers for children/youth participation in afterschool/summer activities

Ability to develop and maintain positive and effective relationships.

Ability to use computers to draft a variety of correspondence and reports, to conduct statistical analyses, and to conduct research.

Ability to deal with complex information, to identify problems, and to conduct relevant research and analysis and prepare narrative and statistical reports.

Ability to use word processing, spreadsheets and database software, as well as web-based or social media platforms applicable to the work.

Ability to plan, organize, and schedule activities in an effective, yet flexible and variable manner, including evenings and/or weekends.

Ability to manage multiple projects and tasks simultaneously and to give considerable attention to details.

Ability to communicate effectively, both orally and in writing.

Ability to prepare, maintain and disseminate complete, accurate, and concise records, reports, materials and program information.

Ability to establish and maintain effective working relations with the groups, co-workers, other City staff, non-profits and other members of the public.

Ability to obtain agreements through negotiation and discussion.

Ability to deal effectively and communicate with persons of various ages and socioeconomic and ethnic backgrounds.

Ability to maintain adequate attendance.

At least one year of professional experience involving: outreach to low-income neighborhoods, children, youth, and families; organizing/disseminating resource information; and working on collaborative projects with multiple community, governmental, non-profit and school stakeholders

Such experience would normally be obtained after graduation from an accredited college with a degree in Social Work or a closely related area. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of the position will also be considered.