



POSITION GUIDE

POSITION: School-Age Child Care Program Specialist
LOCATION: Anchorage, Alaska
REPORTS TO: Executive Director of the Alaska Afterschool Network
SALARY: \$26.00 to \$34.00 (Full-time, hourly/non-exempt)
RESUME DUE DATE: Open until filled

Qualified applicants may send their cover letter and resume to: tstorrs@alaskachildrenstrust.org. The first round of applicants will be reviewed on August 23, 2023; however, the position will remain open until the position is filled.

ACT MISSION

The mission of the Alaska Children's Trust is the prevention of child abuse and neglect.

ABOUT ACT

Alaska Children's Trust (ACT) is the statewide lead organization in the prevention of child abuse and neglect. It is our goal to ensure all Alaskan children and youth have the tools and resources necessary to grow up safe and healthy. We work towards our vision of an Alaska where all children, youth, and families can thrive through strategic advocacy, investing resources, generating funds, and convening organizations.

ACT is a catalyst for the development of community-based child abuse and neglect prevention in Alaska. Founded in 1988, ACT is focused on changing the way Alaskans think about child abuse and neglect prevention, focusing on community activities and public policies that prioritize prevention right from the start to make sure Alaskan children remain safe. Since its conception, ACT has led the way in building awareness, providing education, and bringing communities together statewide to prevent child abuse and neglect. As a grant maker, ACT is an incubator for innovative new programs and services related to building on the strengths of both the family and the community.

In 2013, ACT partnered with the C.S. Mott Foundation to establish Alaska Afterschool Network to support the health, safety, and educational needs of children, youth, and families during out-of-school times. The Alaska Afterschool Network is the only statewide entity dedicated to expanding access to high-quality afterschool and summer programs for Alaska's children, youth, and families.

THE OPPORTUNITY

The Alaska Afterschool Network is a statewide coalition of over 300 afterschool and summer programs. As the statewide lead organization focused on the expansion of afterschool and summer programs, the Network is committed to ensuring Alaska's children, youth, and families have safe and nurturing learning environments during out-of-school times. The position provides an opportunity for an individual to be a part of a dynamic team. A successful candidate will possess a strong work ethic, be solution orientated, collaborative, contribute to a positive work environment/team, and be dedicated to system change to benefit children and youth.

Position Summary

The School-Age Child Care Program Specialist is responsible for providing support in the design, implementation, and evaluation of strategies to strengthen and expand afterschool, with a focus on school-age child care (SACC). The position will assist with community needs assessments, facilitating professional development for program providers, afterschool program quality assessment, and strengthening SACC inclusion into early childhood program quality improvement systems. SACC Program Specialist will be part of the highly collaborative Alaska Afterschool Network team, which is a program of the Alaska Children's Trust.

Employment Classification

- Full-time
- Hourly/non-exempt

Wage Range

\$26.00 to \$34.00 DOE

Benefits

- Health, Dental, & Vision Insurance (dependent coverage included)
- Health Savings Account – annual \$1,000 contribution
- Generous Personal Time Off (PTO) & Holiday leave
- Up to 6% of annual salary 401K matching program
- Optional 40% remote work per week
- Paid family leave program

(For a full description, please go to our website.)

Education & Experience:

- Bachelor's degree preferred in education, social work, youth development, early childhood, or related field.
- Prefer 2 years of experience in the area of afterschool programming, education, child care, youth programming or any combination of training and experience that provides the required skills, knowledge and abilities.

Skills

- Strong knowledge of project and data management.
- Understanding of, and commitment to positive youth development, and improving policies, strategies, and services for afterschool programs.
- Experience in implementing best practices and quality standards in afterschool and/or child care.
- Ability to foster and strengthen relationships with community-based organizations, direct service providers, and policy, advocacy, and grassroots organizing groups.
- Knowledge of how to measure positive outcomes for child/youth, training, and curriculum development is a plus.
- Effective listening skills and strong oral and written communication skills.
- Strong people skills and an ability to connect well with diverse groups and individuals.
- Public speaking and training facilitation skills.
- Commitment to ongoing professional learning and growth.
- Possess a strong work ethic, solution orientated, collaborative, contribute to a positive work environment/team, and dedication to system change to benefit children and youth.

Job Duties

- Facilitate statewide working groups to advance network strategic priorities.
- Solicit input from SACC service providers, community leaders, and families to expand access to SACC.

- Assist in the coordination of a statewide SACC/afterschool need assessment.
- Facilitate professional learning opportunities to strengthen youth worker knowledge and skills to successfully work with diverse youth.
- Strengthen SACC integration into early childhood quality systems, such as Alaska SEED and Learn & Grow.
- Collaborate with supervisor to assure all grant reporting and budget compliance requirements are completed.
- Maintain accurate data records in Salesforce customer relationship management system.
- Work with institutes of higher education to identify, develop, coordinate, and promote credit-based professional development opportunities.
- Participate in weekly staff meetings, regular supervisory meetings, and all required training.
- Build collaborative relationships to strengthen afterschool programming and advance the mission of the Alaska Children's Trust.
- Be willing to travel to urban and rural program sites and state/national meetings and conferences.
- Perform other duties as needed and assigned.

Supervision

The SACC Program Specialist will report directly to the Executive Director of the Alaska Afterschool Network.

NOTES: Diversity is a core component to the work at the Alaska Children's Trust. We are passionate about building and sustaining an inclusive and equitable environment for all employees. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design and deliver solutions.

Jobs are dynamic, and assignments/priorities may change. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, and identify performance measures and potential training needs. This description does not imply or create a contractual relationship. ACT is an at-will employer.

HOW TO APPLY: Qualified applicants may send their cover letter and resume to tstorrs@alaskachildrenstrust.org. The position will remain open until filled.