

Position Title: Schools as Community Hubs – Hub Director at Reynolds Elementary School.

Supervisor: Pastor and Staff-Parish Relations Committee of The University Church.

Additional Supports: Additional daily support and supervision is provided by the school principal. Ongoing training and support is facilitated and provided by United Way of Greater Toledo (“UWGT”) and Toledo Public Schools (“TPS”).

Position Summary:

The Hub Director is responsible for the implementation, integration, alignment, and coordination of the *Schools as Community Hubs* strategy at the site level: Reynolds Elementary Community Hub.

The Hub Director leads the coordination of the majority of activities, programs, and supplemental services implemented at the school site, which may include before, during, after school, and weekend activities throughout the academic year and during the summer. As such, this position often requires hours outside the traditional work day.

Skills and Qualifications:

Candidates should possess a 4-year college degree in a related field (e.g. social work, education, community health, youth development, recreation, etc.) and at least 3-5 years of related experience in youth development, community development, or family service.

This position requires excellent organizational and management skills including training, evaluation, data management, computer skills, written and oral communication, and experience in fund/resource development. Current First Aid and CPR certification is a benefit.

Strong interpersonal skills are necessary, including networking, grassroots community organizing, team building, and collaborative leadership. Experience in working with a wide range of professions, backgrounds, and both paid staff and volunteers is desirable. Must have proven skills in relating to youth, parents, school staff, educators, and community at large. Must have an understanding of, and experience with, multi-cultural populations, as well as a strong understanding of families in poverty and working from a cultural competency and asset-based model.

Understanding and working knowledge of public schools, community assets, and organizations within the Reynolds Community Hub neighborhood and Greater Toledo are desired. Ability to be flexible including flexibility of work schedule is expected.

Primary Activities:

- 1) Communicate/coordinate with the Hub Principal weekly to plan and move the Hub strategy forward; share schedule regularly.
- 2) Staff a school-based hub leadership and governance team (Hub Team) monthly during the school year and once during the summer. This team serves as a coordinating body that is co-led by the Principal and Hub Director, and may comprise administrators, teachers, support services staff, partners, parents, UWGT volunteers and others to identify needs, set priorities and coordinate the *Schools as Community Hubs* strategy.

- 3) Utilize and implement all tools, processes, and resources provided by UWGT, TPS, and The University Church for the growth and development of the Hub strategy.
- 4) Facilitate communication and broker relationships with existing and potential partners, key stakeholders, and volunteers that lead to programming, services, and opportunities that are responsive to identified assets and needs.
- 5) Coordinate a menu of needs-driven, high-quality programs and services in adherence with the *Schools as Community Hubs* model (community engagement process and assets/needs assessments), including: health and well-being, family and community engagement, and academic success.
- 6) Lead site-level partnership meetings of Hub partners monthly to ensure ongoing synergistic, coordinated and integrated programming working seamlessly with the school staff.
- 7) Develop, maintain, and update agreements for all partners and programs annually, including outcome measurements against shared goals.
- 8) Serve as key information contact for non-school day schedule; coordinate and communicate full calendar of activities; act as key community contact person for the school and their assigned school staff in a shared calendar.
- 9) Manage standardized tools and processes for Hub strategy to capture program partners' enrollment, attendance, schedule, and identified alignment within Hub priorities.
- 10) Provide coordination of programming during and beyond the school day for students, families and the community during extended daily hours and year long.
- 11) Conduct comprehensive assets and needs assessment in coordination with all Hubs utilizing the standardized community discovery tools. The assessment engages multiple stakeholders of the school and neighborhood, and fosters a wide-ranging understanding of the school and neighborhood's opportunities and risks.
- 12) Participate in capacity-building activities, including: district-wide and site-level trainings, consultations, meetings, and events across schools.
- 13) Participate in neighborhood-based meetings and events as an individual connected with the *Schools as Community Hubs* strategy through The University Church, Reynolds Hub, TPS and UWGT.
- 14) Participate in Hub Director meetings, ongoing training, and technical assistance activities coordinated by UWGT, TPS and The University Church.
- 15) Participate in district and individual school grant-seeking and other fund development activities, including planning and development of application processes, grant-writing, and training and/or technical assistance in outcome measurement reporting. Participate in cultivating potential donors and asking for financial support.

16) Support the research/evaluation of the *Schools as Community Hubs* strategy by supervising and coordinating the collection of data and preparing and providing timely submission of reports and information to The University Church, UWGT, and TPS.