



## **Director of School Outreach**

### **SCOPE OF WORK:**

The Director of School Outreach is a full-time, exempt position responsible for the planning and implementation of all School Outreach services of Time Out Youth Center. The position reports to the Executive Director.

### **RESPONSIBILITIES:**

- Plan, implement, and evaluate School Outreach Department goals and objectives through Time Out Youth Center.
- Develop and maintain expertise on school system policies, procedures and practices relative to GSAs, student clubs, bullying policy and other issues affecting LGBTQ and ally students
- Develop and maintain expertise on legal aspects of student issues at the local, state and federal levels (legislative and judicial) that may impact LGBTQ and ally students
- Develop a project plan for implementing and marketing Time Out Youth Center services in school settings.
- Establish and maintain rapport with school personnel (administration, GSA advisors, and support staff)
- Work with faculty and students to successfully establish GSAs or build club capacity
- Create, conduct, and evaluate school-based trainings and workshops appropriate to unique audiences
- Assist with evening groups, drop-in hours and individual supportive counseling for youth and parents at Time Out Youth Center.
- Develop, maintain, and support the statewide GSA Network. Recruit, train, and supervise department and agency interns
- Lead project planning of special events such as the annual Carolina Conference on Queer Youth, Student Lobby Day, and other networking or advocacy events
- Develop and maintain a communication plan including press releases, mass emailing, and public and social media regarding Safe Schools activities or events
- Support student activists through development of leadership workshops, retreats, and events
- Develop and maintain relationships with Time Out Youth Center national partner organizations.
- Manage the program budget and grants objectives in conjunction with the Executive Director.
- Assist with grant writing and reporting.
- Track and maintain accurate participant records, statistics, and reports.
- Assume other responsibilities as assigned by the Executive Director.

### **REQUIRED QUALIFICATIONS:**

- Master's degree preferred in Education, Counseling, Social Work, Higher Education or Law
- Two years' experience working with diverse youth in a non-profit setting or school setting.
- Experience with program planning and evaluation.
- Deep understanding and knowledge of LGBTQ youth issues.
- Excellent verbal and written communication skills.
- Energetic self-starter, active problem solver, and team player.
- Strong ethical values and commitment to confidentiality.

### **DESIRED SKILLS:**

- Master of Social Work or background in education
- Experience working with student organizing as a youth leader or advisor

**Compensation:**

Base Salary \$30,000

Insurance stipend \$2,400 per year

40 hours per week, flexible schedule including evening and weekend hours

**TO APPLY:**

Please send a cover letter, resume, and salary history to:

Time Out Youth  
Attn: Rodney Tucker  
2320-A N. Davidson St.  
Charlotte, NC 28205

Email: [RTucker@timeoutyouth.org](mailto:RTucker@timeoutyouth.org)

Fax: 704-344-8186

Time Out Youth Center is an equal opportunity employer and does not discriminate on the basis of sexual orientation, gender identity or expression, race, color, religion, age, marital status, disability, personal appearance, family responsibility, or political affiliation. Women, trans\*identified individuals, veterans, and people of color are encouraged to apply.

**Applications accepted until the position is filled. Suggested start date June 23, 2014.**