



## **Program Director (MS/HS Youth)**

### **Job Announcement**

The mission of the “I Have A Dream” program is to empower children from low-income communities (Dreamer Scholars) to succeed in school, college, and career by providing academic, social, and emotional support from elementary school through college, along with post-secondary tuition assistance.

We are currently seeking a Program Director to work with 50-60 under-resourced students in middle and high school, and their families in Boulder County, Colorado. This is a full-time, salaried position with benefits that reports to a Senior Director.

#### Responsibilities:

- Build and maintain individual relationships with 50-60 Dreamer Scholars and their parents over the course of their academic career.
- Provide individual case management, ensuring each Dreamer Scholar experiences success in academic and social-emotional and life skills, celebrating the uniqueness of each child.
- Serve as an advocate and partner with parents, supporting the academic, social and emotional needs of their child.
- Conduct annual home visits, attend parent teacher conferences, organize a parent committee, workshops, recognition events and holiday celebrations to encourage parent engagement at every opportunity.
- Serve as a liaison to families, providing counseling referrals to appropriate agencies (mental health, basic needs, etc)
- Plan, organize, and oversee a robust year-round program: in-school, after-school, & during the summer.
- Implement academic curriculum/programs to ensure the acquisition of strong literacy and math skills.
- Develop and maintain close working relationship with school officials, faculty and staff; create a smooth transition between school day and after-school programming; and review academic performance and attendance of Dreamer Scholars.
- Supervise and manage full-time AmeriCorps members; coordinate and support program volunteers.
- Build and maintain partnerships with internal and external community partners.
- Maintain Dreamer Scholar records on database: grades, in-school and after school attendance, documentation of one-on-one intervention and family involvement in case notes, etc.
- Represent class cohort at “I Have A Dream” functions, including tri-annual board reports, Dreamer Scholar sponsorship meetings, site tours, fundraising events, etc.
- Incorporate post-secondary programming including bi-annual career exploration, and post-secondary tours.
- Prepare Dreamer Scholars and their parents for high school graduation and post-secondary education or employment.
- Attend and participate in staff trainings, retreat, and other required activities. Attend conferences as resources allow.
- Fulfill grant requirements where applicable. (Program implementation, reporting, data collection, etc)
- Fulfill other related responsibilities as requested.

#### Requirements:

- Fluent Spanish required.
- Belief in the whole-child approach, and associated system supports for student success.
- Belief and understanding of social justice.
- Bachelor’s degree required; preferably in education, social work, or human services.
- Strong group facilitation skills and prior experience with curriculum development and delivery preferred.
- Experience working with historically marginalized communities.
- Cultural understanding and competence.
- Strong organizational, oral and written communication and computer skills.
- Prior management experience preferred.
- Reliable transportation, good driving record and insurance.
- Some evenings, weekends and conference travel.
- Ability to lift and carry 25 pounds.
- Good sense of humor.

Compensation:

- Competitive salary, commensurate with experience.
- Employer pays 75% of employee premium for medical and dental insurance.
- Employer paid life and short-term disability insurance.
- 403b retirement plan (employer contributes 3% of annual salary after first year.)
- 15 days of vacation, 10 days of sick and 11 paid holidays.

**Using “Program Director (MS/HS Youth)” in the subject line, e-mail cover letter, resume, and salary requirements to [hr@ihaveadreamboulder.org](mailto:hr@ihaveadreamboulder.org)  
Fax: 303-444-3638 or 5390 Manhattan Circle, Suite 200, Boulder, CO 80303**

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