



Job Announcement Program Director

The mission of the "I Have A Dream" program is to support 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 currently seek two, full-time Program Directors to work with approximately 60 elementary and/or middle school students (Dreamer Scholars) and their families. This is a full-time, salaried position with excellent benefits.

Responsibilities:

- Provide individual case management for each Dreamer, ensuring that academic and enrichment needs of each Dreamer are identified and addressed early
 - support social/emotional development and life skills and advocate for Dreamers
- Plan, organize, and oversee a year-round program of age-appropriate activities to support Dreamers' academic needs
 - overseeing academic and enrichment after-school program, coordinating in-school tutoring, providing summer programming
- Implement academic curriculum/programs to ensure Dreamers develop strong literacy and math skills
- Supervise and manage two AmeriCorps members
- Coordinate and supervise volunteer and work study tutors and mentors
- Develop and maintain strong teams; at the program site, across the "I Have a Dream" organization, and with parents
- Develop and maintain close working relationship with school officials, faculty and staff; create a smooth transition between school day and after-school curriculums
 - review academic performance and attendance records of Dreamers; participate in parent-teacher conferences; and support and promote parent engagement at every opportunity
- Build and maintain partnerships with community agencies and businesses
- Arrange a regular schedule of cultural, social, recreational and community service activities that expand horizons
- Conduct home visits
- Initiate a parent committee and support activities such as workshops, discussion groups, recognition events and holiday celebrations for Dreamers and their families
- Provide individual Dreamers and their families with counseling referrals to appropriate agencies
- Maintain Dreamer case management files and records related to Program activities, including documenting
 - Dreamers' grades and school attendance, "I Have a Dream" participation and results of one-on-one intervention and family involvement, etc.
- Represent "I Have a Dream" to community groups and forums

As the Dreamers grow:

- Develop career awareness and job training for Dreamers and help create meaningful job and internship opportunities
- Prepare Dreamers and their parents for high school graduation, applying for financial aid, and planning for post-secondary education or employment
- Organize college campus visits and help Dreamers access professional guidance in selecting colleges
- Other duties as assigned

Reports to: Senior Director

Requirements:

- Bachelor's degree required; preferably in education, social work, or human services
- Fluent Spanish required
- Experience working with multicultural families and children
- Strong organizational, oral and written communication and computer skills
- Prior non-profit experience and volunteer management preferred
- Reliable transportation, good driving record and insurance, required
- Some evenings, weekends and conference travel

Using "Program Director" in the subject line, email cover letter, resume to
nicole.sager@ihaveadreamboulder.org

Fax: 303-444-3638 or 5390 Manhattan Circle, Suite 200, Boulder, CO 80303