



Job Description
Program Director
FLSA Status: Exempt

Are you an educator interested in applying your expertise to the nonprofit sector? Are you passionate about working with youth utilizing a strength based, holistic approach? We are a local nonprofit in Boulder County, serving youth and families from 1st grade to post-secondary. If you're a team player, passionate about making a difference, and enjoy having fun, this is the position for you.

GENERAL PURPOSE:

The Program Director (PD) reports to a designated Senior Director. The PD oversees and implements all aspects of day-to-day programming for a given cohort of 40-70 Dreamer Scholars (currently school age: 5th graders) working toward program outcomes that include social & emotional development and wellness, thriving in educational contexts and the pursuit of post-secondary education and/or a meaningful career. The Program Director role supports this cohort of Dreamer Scholars as they age and transition from grade to grade.

PRIMARY RESPONSIBILITIES:

PROGRAM MANAGEMENT & ADMINISTRATION

- Plan, organize, oversee, and implement year-round, age-appropriate programming that includes a mix of after-school, summer, case management and parent/family workshops which support social & emotional development, cultural pride, and educational success.
- Provide individualized case management support to Dreamer Scholars and families/caregivers for an ongoing basis.
- Coordinate tutoring and mentoring programs for a cohort of Dreamer Scholars.
- Develop authentic and meaningful relationships with each Dreamer Scholar that grows and changes over the lifetime of the relationship.
- Support social/emotional development and life skills.
- Arrange a regular schedule of cultural, social, recreational and community service activities that expand horizons and support youth needs.
- Develop career awareness and job training for Dreamers and help create meaningful job and internship opportunities
- Provide individual Dreamers and their families referrals to appropriate community resources as needed.
- Manage program budget.
- Ensure data entry and collection utilizing data management system, Salesforce.

ADVOCACY AND CASE MANAGEMENT

- Develop strong reciprocal relationships with parents and caregivers that empower them and their Dreamer
- Conduct home visits as necessary and provide individual case management for each Dreamer, ensuring that academic and enrichment needs are identified and addressed
- Support activities such as workshops, discussion groups, recognition events and holiday celebrations for Dreamers and their families
- Advocate for Dreamer Scholars in professional and academic settings
- Maintain organized Dreamer Scholar case management files and records utilizing Salesforce, related to program activities, including documenting Dreamer Scholar grades, school attendance, "I Have a Dream" participation, and results of one-on-one intervention, and family involvement, etc.
- 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 Dreamer Scholars access professional guidance in selecting colleges

SUPERVISION

- Supervise and manage AmeriCorps members and/or a Program Coordinator.
- Plan, coordinate and supervise volunteer and work-study tutors and tutoring program

- Plan, coordinate, and oversee mentoring programs at site & supervise mentors.

PARTNERSHIPS

- Build and maintain partnerships with community agencies and businesses that support IHDF programming.
- Develop and maintain close working relationships 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; IEP meetings, SST meetings, and support and promote parent engagement.
- Represent “I Have a Dream” to community groups and forums.

ADDITIONAL RESPONSIBILITIES:

- Oversee consistent communication with parents/families/caregivers and Dreamer Scholars regarding programming, community resources, and other opportunities including translating messages into Spanish as needed.
- Provide regular reports to the “I Have a Dream” Foundation Board of Directors of updates and progress of programming toward outcomes.
- Participate in organizational committees as needed.

Minimum Qualifications

Education:

- Bachelor’s degree, preferably in education, social work, or human services preferred or equivalent experience. Teacher certification is a plus.

Experience:

- 3 years’ experience teaching or implementing/managing programming for youth and families.
- 1-2 years prior experience managing/supervising staff toward professional growth and development.
- Experience working with multicultural families and children.
- Prior non-profit and volunteer management experience preferred.
- Experience conducting home visits preferred.

Knowledge Skills and Abilities:

- Professional level Spanish speaking, reading, and writing skills required.
- Ability to work collaboratively within a team toward common goals.
- Strong group facilitation skills.
- Strong organizational, oral, and written communication and computer skills.
- Ability to create safe, inclusive spaces for youth and families to learn and thrive.

PHYSICAL AND COGNITIVE REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Reliable transportation, good driving record and insurance, required.
- Ability to learn how to drive a minibus that carries up to 14 youth.
- Some evenings, weekends, and conference travel.

COMPENSATION:

- Salary Range: (Grade 2) \$44,700 - \$60,700, depending on qualifications
- Competitive benefits (Health insurance, disability benefits, retirement, vacation, sick time, and holidays)

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