

# **Program Specialist**

## **Job Description**

FLSA Status: Non-Exempt

**Do you have a passion for working with youth and have an asset view of working with under -resourced families and students? Are you self aware? Are you detail oriented? A mentor? An advocate? If you describe yourself as someone who loves working with youth, then this is the right position for you!**

Purpose: The “I Have A Dream” Foundation of Boulder County is currently seeking a Program Specialist to support dreamer scholars and their families by providing after school programming. Depending on the location, this position might work with one of our 11 cohorts. This is a full-time, hourly position with benefits, and reports to the Program Director.

The mission of the “I Have A Dream” program is to empower children from under-resourced 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.

### Responsibilities:

- Demonstrates open, clear and timely communication skills when dealing with Americorps, volunteers, students, families and school personnel
- Team Leads volunteers and informs and delegates any management issues to their Program Director
- Communicates program goals and outcomes, role definitions and coaches the Volunteers to be in line with I Have A Dream Foundation values
- In tune with team, students and families emotional state and is self aware enough to be able to manage emotional responses in a professional setting
- Has enough self regulation to manage their emotions to help them work with their teams and seeks counsel when appropriate
- Being able to navigate a variety of emotional states to support program quality
- Tracks attendance and academic achievement and provides data to their Program Director to help meet student outcomes
- Continuous positive outreach to dreamer scholar students, builds connections to become a trusted adult for their youth, and provides social and emotional support
- Ability to drive a company vehicles in a safe way

### Requirements:

- Experience working with historically under representative communities
- Has a relationship based approach to problem solving and conflict resolution
- 1-2 years of experience working with youth
- Strong organizational, oral and written communication, and record keeping
- Reliable transportation, good driving record, and insurance
- Occasional evenings, weekends
- High School Diploma or equivalent

### Preferred Skills:

- Basic conversational and written skills in Spanish

### Compensation and Benefits:

- Salary range \$20.00-25.00/hour
- Competitive benefits (Health insurance, disability benefits, retirement, vacation, sick time, holidays)
- Please email a cover letter, resume and references to: [careers@ihaveadreamboulder.org](mailto:careers@ihaveadreamboulder.org) by February 1, 2024. No phone calls please.