

# Job Announcement

**Program Director**

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

**We currently seek two, full-time Program Directors to work alongside 60**

**elementary and/or middle school students (Dreamer Scholars) and their families.**

**This is a full-time, salaried position with excellent benefits.**

Responsibilities:

* Develop relationships with each Dreamer and their families/caregivers to ensure each Dreamer gets individualized academic support and enrichment
  + support social/emotional development and agency, and advocate for Dreamers
* Plan, organize, and oversee a year-round program of age-appropriate activities to support Dreamers’ academic and socio-emotional development
  + 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 parent engagement
* 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 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 outcomes
* 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 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

**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
* Reliable transportation, good driving record and insurance, required
* Some evenings, weekends and conference travel

Prior non-profit, teaching and/or volunteer management experience preferred

**Using “Program Director” in the subject line, email cover letter and resume to**

**[nicole.sager@ihaveadreamboulder.org](mailto:nicole.sager@ihaveadreamboulder.org)**

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