Job Announcement
Program Director, Griffin Dreamer Class

The “I Have a Dream” Foundation of Boulder County is a school drop-out prevention program that helps with children (Dreamers) from low-income areas become successful adults by providing a long-term program of mentoring, tutoring and enrichment, and a last-dollar tuition assistance scholarship for post-secondary education.

We currently seek a full-time Program Director to work with 60 students (Dreamers) currently in middle school and their families. This is a full-time, salaried position with excellent benefits, and is based in Lafayette, CO.

Responsibilities:
• Provide individual case management for each Dreamer, ensuring that academic and enrichment needs of each are identified and addressed early, supporting social/emotional development and life skills, and advocating for Dreamers.
• Plan, organize, and oversee a year-round program of age-appropriate activities to support Dreamers’ academic needs including an academic and enrichment after-school program, in-school tutoring, and a summer program.
• Implement academic curriculum/programs to ensure the acquisition of strong literacy and math skills.
• Supervise and manage two AmeriCorps members; coordinate and supervise volunteer and workstudy 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; such as Dreamers’ grades, school attendance and “I Have a Dream” participation, 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, helping to 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: VP of Programs

Requirements:
• Bachelor’s degree required; preferably in education, social work, or human services.
• Fluent Spanish required
• Experience working with multi-cultural families and children, who are environmentally at-risk
• 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, e-mail cover letter, resume, and salary requirements to hr@ihaveadreamboulder.org
Fax: 303-444-3638 or 5390 Manhattan Circle, Suite 200, Boulder, CO 80303