



**“I Have a Dream”**  
BOULDER COUNTY  
*Helping Dreamers Become Achievers*  
- One Child at a Time

## **Job Announcement Project Coordinator**

The “I Have a Dream” Foundation of Boulder County is a school drop-out prevention program that helps children from low-income areas become successful adults by providing a long-term program of mentoring, tutoring and enrichment, with an assured opportunity for higher education. We currently have an opening for a full-time Project Coordinator to work with 50 low-income students and their families in a new Class of Dreamers. This position is located in the city of Boulder, will be based at Columbine Elementary School, and is a full-time, salaried position with excellent benefits.

### Responsibilities:

- Implement the launch and setup of a new class of Dreamers, meeting with families, creating complete files for each Dreamer, setting up a new office and program, and assisting with Adoption Ceremony event
- Plan, organize, and oversee a year-round program of age-appropriate activities to support Dreamers’ academic needs including, but not limited to, after-school, in-school tutoring, and summer programs
- Design and implement academic program to include a focus on math and literacy building blocks
- Supervise and manage two AmeriCorps members
- Coordinate and supervise volunteer tutors and mentors; serve as tutor when appropriate
- Maintain close working relationship with school officials, teachers and staff; review academic performance and attendance records of Dreamers; participate in parent-teacher conferences
- Build and maintain partnerships with community agencies and businesses
- Arrange a regular schedule of cultural, social, recreational and community service activities
- Provide individual Dreamers and their families with counseling referrals to appropriate agencies
- Promote parental involvement in activities; conduct home visits; organize parent activities, workshops, and discussion groups on a quarterly basis
- Plan recognition events and holiday celebrations for Dreamers and their families
- Develop career awareness and job training activities for Dreamers, helping to create meaningful job and internship opportunities
- Assist Dreamers in goal setting and achievement, creating an annual success plan for each
- Organize college campus visits and help Dreamers access professional guidance as appropriate
- Maintain records related to Project activities such as Dreamers’ grades, school attendance and “I Have a Dream” participation, results of one-on-one intervention and family involvement
- Represent “I Have a Dream” to community groups and forums
- Other duties as assigned

### **Reports to: Program Director**

### Requirements:

- Bachelor’s degree, preferably in education, social work, or human services or equivalent experience
- 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
- Fluency in Spanish
- Some evenings, weekends and conference travel

**E-mail cover letter and resume to [cathie.williamson@ihaveadreamboulder.org](mailto:cathie.williamson@ihaveadreamboulder.org)**

**Application Deadline: Open until filled**