"I Have a Dream" Foundation

Website: http://www.ihaveadreamfoundation.org/

Organization Address: 5390 Manhattan Cir, Boulder, CO 80303

Organization Description:

Since 1990, the “I Have a Dream” has helped more than 750 children from low-income families work to achieve their education and career goals by providing long-term personal and academic support, tutoring, mentoring and four-year tuition-assistant scholarships to each graduating student. The organization identifies groups of 50-80 students (“Classes”) in elementary schools, or from low-income public housing sites, and works with these children and their families through high school. In 2014, there will be six active “I Have a Dream” classes in Boulder County (in Boulder, Longmont and Lafayette) serving more 480 Dreamers, 2nd through 12th grade and in post-secondary. Through a partnership with the Notre Dame Mission Volunteers (NDMV) and a National Direct AmeriCorps (A*C) grant, 2/3 of the “I Have a Dream” staff are A*C Members. A*C Members are critical to our ability to deliver services in academics and life skills to youth and their families. “I Have a Dream” programs were responsible for doubling expected graduation rates for its first two graduating classes of students, and awards over $90,000 in scholarships each year. We follow the national model established in New York in 1981 by founder Eugene Lang. Since then, more than 200 Projects nationwide have helped over 16,000 students.

**I have a Dream has two open PIIE internships for 2017! Please Review Both**

Position 1 Title: Program Site Intern

Description:

GENERAL PURPOSE

To assist in academic and enrichment support of the Dreamers working with program staff and community volunteers. Position will assist in program design, management, volunteer support, administrative support and other responsibilities.

Contact Information

If you have any questions, please contact the PIIE Program Director.
requested by the Program Director. Position reports directly to the Program Director at the designated site.

PRIMARY RESPONSIBILITIES

• Assist the site’s Program Director and volunteers, in planning, organizing, and delivering a summer program of age-appropriate activities to support Dreamers' academic and social development needs. Make administrative and logistical arrangements for enrichment and community service activities, ensuring that all paperwork is in order (parent permissions, medical information, school protocols, etc.).

• Enter daily “I Have a Dream” program attendance data, and maintain current and accurate Dreamer and family data, such as contact information and family situation. Perform clerical functions in the site’s administrative office in support of the summer program.

• Help supervise the efforts of up to 10 volunteer tutors per day, guiding efforts to support the summer program.

• Mentor Dreamers on a regular basis. Focus on developing relationships with individual Dreamers. Act as a positive role model and provide personal guidance. Provide support and encouragement to Dreamers; encourage high academic standards and emotional growth. Be consistent, dependable and keep promises made to each Dreamer.

• Help the site’s Program Director promote parental involvement in “I Have a Dream” activities.

• Develop college and career awareness and job training activities for Dreamers; helping to support meaningful job and internship opportunities.

• You will be expected to work with students who have strong behavioral issues due to their home experiences/family relationships, your patience, encouragement and empathy will be essential for the relationship between you and these youth.

• Fulfill other related responsibilities as requested by the VP of Programs.

Qualifications:

• Knowledge of AmeriCorps program and national service.

• Strong management, leadership and team-building skills.

• Competency in working with disadvantaged children and/or youth

• Very strong written and oral communication skills.
• Strong interpersonal and organizational skills.

• Proficiency with Microsoft Excel, Word and Web-based databases.

• Experience in collaboration with other agencies.

Position 2 Title: Volunteer Intern

Description:

GENERAL PURPOSE

To assist the Director of Volunteers in recruiting, processing, and supporting program volunteers. Position reports directly to Ashley Keltner, the Director of Volunteers.

PRIMARY RESPONSIBILITIES

• Prepare for and attend outreach activities to recruit new volunteers.

• Process background checks, motor vehicle records, collect and contact references, and support the intake of new volunteers

• Assist in pulling together training materials and training new volunteers

• Assist in preparation for new AmeriCorps training on Volunteer Department and managing volunteers

• Assist in designing and coordinating logistics for a volunteer appreciation event

Qualifications:

• Knowledge of non-profits and non-profit management.

• Previous volunteer experience preferred

• Strong management, leadership and team-building skills.

Contact Information

If you have any questions, please contact the PIIE Program Director.
• Competency in working with disadvantaged children and/or youth
• Very strong written and oral communication skills.
• Strong interpersonal and organizational skills.
• Proficiency with Microsoft Excel, Word and Web-based databases.
• Experience in collaboration with other agencies.