

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Program Coordinator, C.R.E.A.T.E
DIVISION/OFFICE: Youth Services Division
BULLETIN No: 06082022
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: August 5, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

JOB SUMMARY:

Oversee and manage the UPO/YSD elementary out of school time program for youth in grades kindergarten through fifth, in accordance with stated outcomes and objectives and youth development principles. Duties include but are not limited to the day to day management of site activities, ensuring provision of necessary materials and supplies for the classroom, participants and vendors, coordinating parent workshops, and supervising staff.

BRIEF DESCRIPTION:

Serve as the principal contact for site operations, external partners, and families of participants. Utilize the youth development framework to manage logistics and set up for all activities, including the daily homework help, scheduling tutoring with external partners, and enrichment activities that include Science Technology Engineering Arts and Math (STEAM) and Socio-Emotional Learning (SEL). Develop and implement a list of supplemental program activities to include quarterly field trips, afternoon club sessions, and at least one civic engagement event per year. Work closely with the YSD division director, program manager, external funders, and internal stakeholders to achieve designated program goals. Develop a recruitment and retention strategy to achieve enrollment and participation goals. Maintain participant files to include completed enrollment forms with documentation of eligibility, report cards, other performance data, and documentation of communication to families. Maintain daily attendance and report logs. Develop and implement program safety standards as needed. Timely upload of participant information into various data management system for monthly, quarterly, and/or annual reporting. Be able to operate 15 passenger van for participant transport to various activities. Attend and participate in YSD Advisory Council meetings as scheduled. Attend school, community and DC City Council meetings as needed. Supervise site staff and volunteer and approve time. Conduct performance evaluations for supervised staff. Responsible for ensuring orientation to division and program for new hires.

**UPO Vacancy Announcement
Program Coordinator, C.R.E.A.T.E
Page Two**

MINIMUM QUALIFICATIONS:

Associates degree in teacher education, human services, sociology, psychology, or a related field, and at least (5) years of experience working with youth in a school setting. Strong interpersonal skills and the ability to communicate effectively, orally and in writing, are required. Must possess a current D Class driver's license and have a clean driving record with no more than two points. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.

DESIRED QUALIFICATIONS:

Bachelor's degree in teacher education, social work, psychology, or in a related field and at least three (3) years of experience managing large groups of elementary school-aged children in addition to college-aged young people; demonstrated commitment to children's advocacy and enthusiasm for youth education, development, and enrichment programs; demonstrated leadership; proven strong administrative skills; an understanding of SEL competencies; and an established use of core youth development principles and outcomes.

OTHER REQUIREMENTS:

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

Special notice to all applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

This position *IS NOT* in the collective bargaining unit of the CWA Union.

ALL VISITORS TO UPO FACILITIES

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

To be considered for this position:

Submit your cover letter and resume to the Career Center Online. [Apply Here](#)