

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
DIVISION/OFFICE: Youth Services / Engaging Participants in Crisis (EPIC) Book Club
BULLETIN No: 04012023
SALARY RANGE: \$26 - \$28 Per Hour (Commensurate with Experience)
OPENING DATE: January 9, 2023
CLOSING DATE: Open until filled
FIRST SOURCE: N/A
EMPLOYMENT TYPE: Part Time / Temporary / 20 Hour Workweek / Without Benefits

BRIEF DESCRIPTION:

Support the expansion of the Youth Division’s EPIC Book Club Out of School Time Program to help students increase literacy skills, enhance critical thinking abilities, and improve social-emotional learning qualities. The Program Coordinator will be responsible for the successful implementation of the Program in 6-to-8-week cycles at designated DCPS partner sites.

JOB SUMMARY:

Recruit 20 eligible participants at each school site for participation in EPIC Book Club. Maintain files for each participant to include application and supporting documentation, outcomes data, attendance records, and other pertinent information. Utilize pre-planned lesson seeds to instruct and lead activities in 75–90-minute sessions, 3 x per week, to improve participant achievement and enhance socio-emotional learning skills. Ensure each participant has all primary and supplemental supplies. Administer pre and post Devereux Student Strengths Assessments (DESSA) to determine participant SEL growth. Collect report cards, progress reports, or other performance data used to determine participant academic performance. Synthesize collected data for evaluation of program efficacy and impact on participant achievement. Coordinate one off site excursion for participants that aligns with at least one theme highlighted in the texts read by participants

MINIMUM QUALIFICATIONS:

Associate degree in education, human services, sociology, social work, counseling, or other youth development-related field, and at least (3) years of experience working with primary school-aged children in an in-school or out-of-school time setting. Familiarity with core youth development principles and experience with program evaluation and monitoring. Strong interpersonal skills and the ability to communicate effectively, orally and in writing.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic, and cultural backgrounds.

DESIRED QUALIFICATIONS:

Bachelor’s degree in education, human services, sociology, social work, counseling, or other youth development-related field, and at least (5) years of program management experience. A demonstrated commitment to youth advocacy and enthusiasm for youth education, development, and enrichment programs; demonstrated leadership and proven strong program management skills.

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.

ESSENTIAL POSITION: YES NO

POSITION ELIGIBLE FOR TELEWORK:

YES NO

UPO designates an employee as essential if s/he is required to work during a business closure (e.g., federal/District holidays, snow closures, pandemic) in order to meet operational requirements. Essential employees who are **customer-facing (e.g., nurses, transportation, facilities) who deliver essential services** are not eligible for Teleworking/Remote Work.

Special notice to all applicants:

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: [**APPLY HERE**](#)

Submit your cover letter and resume to the Career Center Online.