



DREAM Program Coordinator

Application Packet 2024



Asheville City Schools Foundation

PO Box 3196 Asheville, NC 28802

Position Overview

DREAM Program Coordinator

The DREAM (Dedicated, Responsible, Enthusiastic After-School Mentors) Coordinator is responsible for the management of DREAM programming and serves as a key driver in maximizing the program's impact. Positioned as an extension of the In Real Life (IRL) After-School program, DREAM is a youth-centered, paid internship program for high school students to provide near peer mentorship of middle school students enrolled in the In Real Life (IRL) After-School program. DREAM members have the option of leading and mentoring middle school students enrolled in IRL, supporting ACSF with administrative tasks, or a blend of both. DREAM creates an effective leadership continuum from grades 6-12, providing an opportunity for ages 11-18 to grow together.

POSITION: Full-time

FLSA STATUS: Exempt

REPORTS TO: In Real Life (IRL) Director

Applications will be open and reviewed on a rolling basis until the position is filled. To find out more information, visit www.acsf.org.



About our work

MISSION

Our mission is to collaborate with our community to do **whatever it takes** for all Asheville City Schools students to thrive. We provide transformational experiences for students and educators during the school day and beyond.

OUR PROGRAMS

Our foundation operates as both a funder and as a provider of K-12 programming. Our programs are grounded in a pursuit of equity and the desire to magnify the genius, encourage the curiosity, celebrate the joy, and support the aspirations of our students, teachers and staff. Learn more at www.acsf.org/programs.

OUR VALUES AND BELIEFS

- We believe in the genius of every child and that each deserves a high-quality education.
- We believe equitable public schools are essential to sustaining our democracy.
- We value diverse community voices and believe collaborative engagement of the community creates a vibrant and equitable school system.
- We value our teachers and staff. We believe in providing resources and opportunities that inspire excellence in teaching and learning.
- We believe in supporting students to live a curious life and to follow their dreams.
- We believe that how we allocate money reflects and demonstrates our commitment to diversity, equity, and inclusion in Asheville City Schools.

DREAM

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POSITION RESPONSIBILITIES

This position is the perfect fit if you:

- Love working with adolescents and young adults to provide real-life experiences such as paid internship opportunities, professional development sessions, and team-building workshops.
- Get excited about creating, planning, and executing the beginning-of-the-year onboarding and training sessions while recruiting a diverse pool of potential applicants and supporting DREAM students through the application process.
- Have strong organizational skills and can effectively schedule/coordinate meetings aligned with school and student schedules, maintain accountability systems such as attendance records, and manage DREAM merchandise inventory.
- Love students, are committed to equity and self-growth, and can build nurturing relationships with all kinds of people.
- Enjoy organizing events, coordinating programming, and planning monthly outings to promote DREAM values, team cohesion, and students' personal/professional goals.
- Look forward to supporting and inspiring students throughout the school day and in their next steps, like applying to careers and/or colleges.
- Can work in tandem with IRL staff to support IRL programming by leading as needed, working with IRL students on social-emotional skills, setting up, cleaning up, and assisting with other duties as assigned by IRL director.

DREAM

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POSITION REQUIREMENTS

Required:

- Experience creating well-rounded experiences for students
- Clear, effective and demonstrable oral and written communication skills
- Strong interpersonal, problem solving, and relationship building abilities
- Strong organizational and record-keeping skills with the ability to handle multiple, high priority projects with a keen attention to detail
- Team player orientation; ability to interface with internal and external parties at all levels
- Willingness to learn and grow; sense of humor when things go wrong
- Adept in office software including the use of Google Docs and Sheets

Extra Credit:

- Asheville City Schools alumni or former educator
- Experience with adolescent programming, mentorship, or facilitation
- Bachelor's degree in Education or a similar field
- Experience working or volunteering with not-for-profits
- Experience with administrative tasks

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SALARY AND BENEFITS

Salary:

The salary range for this position is \$42,000 - \$47,000 depending on experience.

Benefits include:

- \$4,800 annual health care stipend
- Short term mental health counseling through the Employee Assistance Network
- 23 days of paid holidays per year
- 14 days of paid vacation per year

The Asheville City Schools Foundation is an equal opportunity employer. Asheville City Schools Foundation prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. Asheville City Schools Foundation conforms to the spirit as well as to the letter of all applicable laws and regulations.

Thank you.