POSITION: CCR Program Coordinator

ABOUT THE ORGANIZATION:

Urban Dove's mission is to provide young people, regardless of their economic or social background, the critical skills needed to develop into strong, successful adults who are **economically, socially and emotionally independent** . Our program model uses a combination of academics, life skills, job skills and sports to **energize, educate and empower** young people in a safe, positive environment of high expectations and shared responsibility.

Urban Dove Team Charter School (UD Team) is a completely unique and innovative network of alternative sports-based high schools for over-aged, under-credited youth. Our schools combine a rigorous academic curriculum with a hands-on, real-world vocational program, and an award-winning college and career readiness program that strives to give each graduate a high school diploma, a foundation for higher education, and the job skills needed to enter the world of work.

Energize. UD Team schools energize at-risk students through a sports, health and fitness program that focuses on developing teamwork, healthy competition, and self-confidence for academic and life success.
Educate. UD Team schools educate over-aged, under-credited students through a 3-year mastery-based, personalized instructional program that leads to a high school diploma, a foundation for higher education, and the job skills needed to enter the world of work.
Empower. UD Team schools empower disconnected youth through individualized academic support, internships, and counseling so that they are prepared to be active, healthy, informed world citizens.

Some highlights of our program include:

- Students are members of small, single-gender teams that practice together, play together, go to class together, and receive support services together
- Students spend significant portions of each day participating and being trained to be a Youth Staff Coach for elementary school students in our after school and recess enhancement programs
- Staff are supported, mentored, and heard through a governance structure that values all constituents
- UD Team uses restorative practices in response to behavior infractions and focuses heavily on youth development and the social emotional education of our students

ABOUT THE POSITION:

CCR Program Coordinator will strengthen the student alumni network by utilizing staff connections, social media, understanding recent and past graduate interests and providing opportunities for growth and advancement. Program Coordinator will report directly to the Director of College and Career Readiness and will be responsible for the successful implementation of the Alumni Program. The candidate will also manage Alumni data and assist with administrative duties as assigned. The successful candidate will be a skilled leader and coordinator of events, who has a desire to make a lasting impact in an underserved community, all while ensuring that Urban Dove's Core Values of Teamwork, Leadership, Communication are in the forefront. The College and Career Readiness Program Coordinator position begins on **March 1st 2020.**

RESPONSIBILITIES:

- Plan and execute Alumni events in collaboration with School and Charter Management Staff
- Work closely with CAS staff, Workforce Manager, and CMO support team
- Manage and improve alumni tracking and outreach system
- Increase Alumni presence at UD events – such as Evening with the Dove, Softball Challenge, graduations, Camp Watitoh
- Work with each class's alumni representative and alumni ambassador to keep informed of alumni interests and needs
- Collaborate with alumni coordinators in all UD locations
- Support with planning and executing all CCR special events, including, but not limited to outings, fieldstrip, retreats, college tours, etc.
- Gather, analyze, and track data as it relates to CCR department
- Manage CCR inventory
- Manage the collection and maintenance of student and department information (receiving forms and paperwork, tracking missing forms, managing databases, updating contact information, keeping records current, etc.)
- Assist with dissemination of working papers
- Assist with summer camp and sleep away camp
- Manage departments supplies and inventory
- Monitor, transitions, arrival, dismissal, and lunch
- Mentor small group of students
- Ensure compliance with state and city requirements
- Work evenings and weekends as needed
- Must have valid driver's license and be willing to drive on occasion
- Complete administrative duties as needed and assigned
- Attend a week of sleep-away camp in Summer

QUALIFICATIONS:

- Bachelor's Degree
- Experience in schools preferred
- Transfer School experience a plus
- Demonstrated ability to "multi-task" and deliver high quality work
- Be highly organized, responsible and positive role model for teenagers
- Be a flexible, skilled problem-solver and self-starter
- Commitment to the Urban Dove mission and core values of Teamwork, Leadership, and Communication
- Commitment to the use of restorative practices and a strength-based, youth development approach to student issues

- Ability to function well as part of a team and work independently
- Must be team-oriented, with a strong work ethic, excellent communication skills, a passion for serving at-risk youth

HOW TO APPLY:
Please submit cover letter describing relevant experience and interest in the position, along with three professional references and an updated resume to careers@udteam.org