



Summer Leadership Academy Lead/Program Coordinator

Role:	Summer Leadership Academy/Program Coordinator
Status:	Full Time
Start Date:	June or July 2022
Salary Range:	\$40,000 - \$50,000
Benefits:	Full coverage of health, dental, and vision for the employee (70% for dependents); 5% 403b match after 6 months and funding for professional development.

Background: Reach Incorporated develops grade-level readers and capable leaders by preparing teens to serve as tutors and role models for younger students, resulting in improved literacy outcomes for the teens and their students. The pandemic forced our cross-age, in-school programming to pause. Reach Incorporated is returning to regular operations – and rebuilding our team to support implementation. We are seeking motivated, energetic individuals to join us and bring our exciting, youth-centered programs back online.

Reach Incorporated, an award-winning out-of-school-time program in the District of Columbia seeks a Summer Leadership Academy/Program Coordinator (the “SLA Coordinator”) to support our innovative work preparing teens to serve as elementary school literacy tutors and community role models. The Coordinator is a critical orchestrator of several of the key pillars of Reach’s work. The Coordinator provides oversight, intervention and real-time answers to problems. The Coordinator is an innovator who encourages program excellence by supporting ongoing alignment within and between Reach’s key programs.

Position Description: The SLA Coordinator will be part of our growing Program Team and will lead in both SLA and the Reach After-School Tutoring program (ASTP). During SLA, the SLA Coordinator is responsible for supervising all activities at the SLA site program site. The SLA coordinator will manage the Program Instructors – by offering clarity about their daily work and lending their voice in discussions of ways to maximize program success. They will oversee logistics (space use, meals, transportation), scheduling, and daily activity at SLA, and, in collaboration with Program Instructors, the implementation and execution of the SLA curriculum, Reach’s and out of school time programs – at the Reach office and at program sites. During SLA, the Coordinator will be available to support Program Instructors and teens as needed by being nimble and available, anticipating tutor needs, keeping track of supplies and monitoring transitions.

The Coordinator will also be the primary manager of alumni relationships. They will stay connected to Reach graduates by creating and sharing regular correspondence and gathering feedback about former-tutor experiences with Reach. In addition, the SLA Coordinator will conduct regular parent outreach, keeping them informed about Programs, events and overall progress.

The SLA Coordinator will be a direct report to the Director of Programs (and an indirect report to the Executive Director) and will work collaboratively with the other members of the Program Team to achieve organizational goals. The position is outlined below.

Ideal Candidate:

- An energetic relationship builder with prior experience/work with high school students that have a history of academic underperformance and/or lack of social connectedness.
- An academically confident coach who can offer support with assignments and provide guidance for teens who may be “stuck”
- A solution-oriented problem solver with a high level of organizational ability
- A detail-oriented leader who is comfortable with being the primary contact for parents/caregivers
- An effective communicator who can mitigate issues and intervene tactfully in a variety of challenging situations
- Is excited about Reach’s mission and about the possibilities that DC youth can achieve

Oversight and Management of SLA (40%)

- Prior to program launch: familiarize yourself with summer program plan; connect with all external partners and introduce yourself as program lead; work with the Reach team to ensure materials are ready two weeks before the start of programming.
- Implement summer program plan, with support of Program staff.
- Ensure external partners are supported in facilitating projects and workshops.
- Ensure appropriate staffing of all program activities; monitor progress and coach, when necessary.
- Coordinate with Reach staff to secure corporate partnership for mock interviews.
- Support the administering of SEL and or other assessments.

Supervise Instructional Staff (10%)

- Assist Reach team in the pre-service training of all summer instructional staff.
- Lead weekly coaching meetings with summer instructional staff.
- Assist Reach team in assigning instructors based on interests and talents to community-based projects.
- Provide input on staff performance.
- Solicit feedback from staff to support excellence in programming.

Oversight and Management of ASTP and Alumni (45%)

- Regularly engage program parents/caregivers.
- Ensure that all families/caregivers receive a phone call prior to program launch – SLA and ASTP.
- Ensure guardians are contacted regularly after initial contact. This can be via a newsletter, text message, email updates, invitation to end-of-summer or other events, etc.
- Secure permission for any off-site trips.
- Invite guardians to end-of-summer event.
- Design methods for regular communication with Reach alumni.
- Collaborate with school partners to gather up-to-date information about graduates of their schools/Reach.
- Track and record post-secondary choices/work/academic trajectories of Reach graduates.
- Produce a monthly report of alumni activity.

Administrative (5%)

- Prepare program documents.
- When possible, secure donated products and services.
- Ensure photographic/videography documentation of summer programming.
- Assist with the facilitation of payroll every two weeks.