



The DREAM Program, Inc.

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## Program Empowerment Director, AmeriCorps

### Position Description

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**Title:** Program Empowerment Director  
**Location:** Burlington, Vermont  
**Type:** Full Time

**Hours:** 40+/week, varied schedule  
**Length:** Seeking 2-year commitment  
beginning September, 2010

### **ORGANIZATIONAL BACKGROUND**

DREAM (Directing through Recreation, Education, Adventure and Mentoring) is a unique organization that partners college students with children living in affordable housing neighborhoods in Vermont and Boston. We achieve our mission of empowering children and neighborhoods by blending best practices from mentoring and community development models. Mentors and their mentees take part in weekly trips to college campuses, adventures around the country, and summer and winter visits to Camp DREAM – our residential camp.

### **SCOPE OF RESPONSIBILITIES**

DREAM's Local Programs (groups of college students mentoring children from an affordable housing community) are the heart of the organization. The primary responsibility of Program Empowerment Directors (PED) is to ensure that mentors have the necessary resources, training, and support to run an amazing mentoring program and empower children to DREAM big. PEDs spread contagious energy, model empowerment, and assist with action planning in a number of venues such as mentor meetings on college campuses, adventure trips around the Northeast, and outdoor skill building in the woods at Camp DREAM.

Program Empowerment Directors drive DREAM's mission, backed by other members of the central office. In addition to mentor support, each Program Empowerment Director will collaborate with Support Team members to implement projects that provide programming and improve our resources for children, families, and mentors.

### **SPECIFIC RESPONSIBILITIES**

#### **Local Program Empowerment**

Each Program Empowerment Director will work to support 1 – 3 of DREAM's Local Programs. Program Empowerment Directors will also assist the mentors of their Local Programs with administrative duties and facilitate communication between the Programs and DREAM's Central Office.

- **Program Support:** Maintain a minimum of weekly communication with Local Program co-chairs. Help mentors work successfully with logistical challenges, child welfare concerns, and community issues in an empowering, proactive manner. Encourage Local Programs to plan with a purpose, creating meaningful and challenging adventures.
- **Mentor Ownership:** Create resources, implement dynamic training modules, and use DREAM's facilitation techniques to develop a strong sense of mentor ownership within each program making use of the Local Program's committees, co-chairs, and leadership structure.
- **Administrative Upkeep:** Collect and maintain forms and reference checks for the mentors and children in each Local Program. Keep DREAM's database up to date, help programs track budgets, and write monthly reports for DREAM's community partners.
- **Connection:** Foster connectivity between Local Programs and DREAM's greatest resources – other Local Programs, the Central Office, Camp DREAM, the DREAM Bus, the Alumni Network, and community partners.

- **DREAM Events:** Attend a regular mix of Friday DREAM's, community building events, Summer and Winter Camp sessions, culminating experiences, Camp workdays and special events.

### **Camp Programming**

Program Empowerment Directors will be the liaisons between Camp DREAM and Local Programs. Camp DREAM is our 50 acre wooded property on Metcalf Pond in Fletcher, VT. A year-round resource to our children and mentors, Camp has grown over the past four years to host a residential summer camp program, Winter Adventure Camp, and a host of off-season activities including Family Weekends and DREAMstock, an annual mentor retreat.

- **Camp Ownership:** Help mentors, children, and families feel a shared ownership of Camp through updates and regular participation in Camp events and workdays.
- **Family Weekends:** Work with Local Programs to plan and implement weekends for DREAM families to learn about and help build Camp.
- **Winter Adventure Camp (WAC):** Work with Local Programs to create WAC weekends. This includes designing programming, collecting forms, preparing gear and other logistics, and attending the weekend.
- **Work Projects:** Work with the Land and Resource Manager and Camp Programs Coordinator to prepare for programming and events and maintain the property at Camp workdays.
- **Gear and Supplies:** Work with the Land and Resource Manager to utilize systems for the proper maintenance, transportation, and storage of gear and supplies used for Camp programming.

### **Focus Areas**

All Program Empowerment Directors will take on a number of different projects or focus areas to better support our local programs throughout the year. Areas include:

- **Teens:** Assist the Teen Resource Coordinator with implementing and documenting regular teen leadership initiatives including high adventure, post-secondary education, the Teen Identity Retreat, and the Counselor-In-Training (CIT) Program.
- **Summer Camp Programming:** Aid the Camp Director and Camp Programs Coordinator to oversee the design and implementation of Camp programming. Assist summer Camp staff to run Camp sessions for DREAMers 8 and older when necessary.
- **Summer Community Programming:** Plan and oversee the implementation of summer community programming. Hire, empower, and support a D-Unit team of summer interns for each DREAM community.
- **Sustainability:** Work with the Executive Director to determine financial needs and write grants and grant reports and collaborate with Vermont Network's Coordinator to maintain community partnerships.

### **THE SUCCESSFUL APPLICANT WILL POSSES**

- A Bachelor's degree.
- Significant experience working with youth and college students.
- Considerable work experience in one or more of the following areas: community development, outdoor recreation, youth/student led initiatives, group travel planning, camp programming, or other project/program design and implementation.
- Exceptional communication and facilitation skills.
- Computer proficiency – comfortable with Microsoft Office Programs and email communication.
- Flexible schedule – able to attend Camp sessions, overnights, trips, weekends, and night meetings.
- An outlook that remains steadfastly optimistic in times of rapid change.
- Creativity, energy, and an entrepreneurial spirit.
- A contagious energy for DREAM's work.

### **Responsibilities to Philosophy of DREAM**

- Follow DREAM's Core Values.
- Think creatively and innovatively.
- Support other staff members' projects.
- Become an active member of DREAM's community – supporting its children and programs.
- Have fun!

### **COMPENSATION**

AmeriCorps Program

- \$12,000 living stipend
- \$5,370 educational award
- Health care coverage

- Weekly bus pass
- Reimbursements for work-related travel
- Incredible, life-changing experiences!

**Interested Applicants should submit a resume and letter of interest.**

Documents will be accepted by email to [recruit@dreamprogram.org](mailto:recruit@dreamprogram.org) or by mail at:

The DREAM Program, Inc. Attn: Recruiting  
PO Box 361, Winooski, VT 05404

