



## JOB ANNOUNCEMENT

<b>Job Title:</b>	<b>Education Coordinator</b>
<b>Job Number:</b>	<b>21-182</b>
<b>Location:</b>	<b>Denver, CO</b>
<b>Department:</b>	<b>70- Education and Employment</b>
<b>Reports to:</b>	<b>Support Services Supervisor</b>
<b>Supervises:</b>	<b>None</b>
<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

### COMPANY OVERVIEW

Founded in 1988, Urban Peak is the only non-profit organization in Denver that provides a full convergence of services for youth ages 15 through 24 experiencing homelessness or at imminent risk of becoming homeless. Our goal is to meet youth where they are and to provide them with the assistance and support they need to become self-sufficient or obtain the necessary services they need to exit a life on the streets. Urban Peak provides numerous programs and services that are founded on the principles of trauma-informed care and Positive Youth Development to assist youth in reaching their potential and living a successful life off of the streets. Services include street outreach, a 40-bed shelter for youth ages 15 through 20, a daytime drop-in center, supportive housing, education and employment services, case management, life skills courses, behavioral health evaluations, meals and more.

The youth served at the shelter come from a variety of backgrounds, and we strive to be a safe community for all youth, regardless of race, ethnicity, national origin, religion, class, educational background, sexual orientation, gender identity, or ability status.

### JOB SUMMARY

Under the supervision of the Support Services Supervisor, the **Education Coordinator** will be responsible for coordinating all aspects of education programming at Urban Peak. This includes but is not limited to: GED subject test preparation and tutoring, GED test monitoring and referrals, high school re-enrollment support, post-secondary assistance and support, additional tutoring and homework support, running secondary or post-secondary tours, curriculum and service development, and conducting presentations or classroom trainings for students. The Education Lead will also manage classroom hours, supervise full-time volunteers, oversee classroom volunteers/tutors as needed, and maintain relationships with external educational partners, such as Colorado Youth for a Change and the Educational Opportunity Center.

Additionally, the Education Coordinator will collaborate with their team in all other aspects of programming, ensure program facilitation in a manner that accommodates youth and staff safety, coordinate with other Urban Peak staff on youth service plans and goals, collect and input client documentation and service data, and work on other duties as assigned and needed/assigned.

### QUALIFICATIONS

- A bachelor's degree in psychology, education, counseling or a related field and a minimum of two (2) years of experience or one (1) year of experience at Urban Peak; or an equivalent combination of education and experience; teacher certification preferred

[urbanpeak.org](http://urbanpeak.org)

- Experience supervising individuals preferred
- Experience in providing trauma informed care or willingness to adapt this approach is required
- Planning and organizational skills; excellent communication skills, presentation skills, and the ability to be a good listener
- Must be computer proficient and possess experience of Microsoft Office Suite (e.g. Outlook, Word, Excel, and PowerPoint)
- Ability to coach math (algebra & geometry), science, social studies, and reading/writing skills
- Comfort/interest assisting youth and referring to other departments and community organizations for support in dealing with a wide range of difficult life issues
- Ability to dependably maintain a classroom schedule that accommodates the needs of Urban Peak youth
- Consistently exercise discretion and independent judgment in the performance of duties; good problem-solving skills; able to handle multiple tasks, assess, and change priorities based upon agency/youth needs
- Must be insurable as a driver on Urban Peak's auto liability policy to transport youth using an Urban Peak vehicle and an approved personal vehicle
- Must pass both federal and state background checks
- Must pass pre-employment TB screening

## **WORK SCHEDULE**

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This full-time position may include day, evening, and weekend hours in an assigned schedule, as well as mandatory coverage for some milieu and holiday shifts. Requires some flexibility to attend meetings and cover shifts as needed. Regular schedule potentially Mondays-Fridays 9 a.m.-5 p.m.

## **JOB DUTIES**

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*The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.*

### ***GED, High School, & Post-Secondary Support***

- Coordinate all aspects of GED preparation, secondary, and post-secondary pursuits
- Facilitate Education classroom hours and all functions of the classroom space
- Conduct assessment tests and strategize GED preparation planning with students
- Conduct presentations and classroom activities for GED students, tutor students in GED subjects
- Work with Colorado Youth for a Change and additional secondary schools on high school re-enrollment
- Help support secondary students in the classroom with homework, scheduling, school services, etc.
- Develop and maintain up to date college admission and financial aid documents and resources for area post-secondary institutions
- Facilitate youth accessing and submitting required post-secondary admission and financial aid documents, and ways to help youth effectively enter and succeed in post-secondary institutions.
- Work in collaboration with on-site classroom and Urban Peak in all aspects of program delivery
- Coordinate activities of classroom volunteers and tutors helping with program
- Coordinate annual Education graduation and maintain Education student records and database

### ***Administrative Duties***

- Develop and maintain external education partnerships (such as EOC and CYC)
- Supervise full-time volunteer and classroom volunteers
- Manage assigned budgets or grants
- Data collection, data input, and evaluation of all education related activities.
- Keep Support Services Supervisor informed of problems, concerns, needs, trends, or unusual circumstances in a timely manner

### ***Direct Service***

- Build relationships with youth by providing personal interest and attention to each youth, remaining sensitive to the objective of supporting each youth in social, emotional, and intellectual development
- Meet with youth to obtain education history and complete assessments as necessary
- Collaborate with other Urban Peak staff and service providers to help youth accomplish education goals

- Communicate and follow up with youth and staff on education goals to ensure progress, increase likelihood of educational goal completion, revise plans, and provide support and accountability
- Provide guidance to youth based on the principles of trauma informed care and positive youth development
- Work with team to market programming to youth, staff, and external partners
- Recruit for and engage youth in programming
- Act as a positive role model to further Urban Peak's goals
- Attend all required training, staff meetings and client reviews, being prepared to address client issues
- Transport youth on designated outings in Urban Peak vehicle as needed
- Work milieu shifts and provide support in other Urban Peak Programs with the goal of connecting with youth and encouraging entry into education programming

## **PROFESSIONAL PERFORMANCE**

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- Adhere to all Personnel Policies and Procedures for the Agency
- Maintain professional standards of performance, demeanor, and appearance at all times; act as a "role model" both at and away from the Agency
- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program
- Maintain an awareness of the agency's mission and work to promote the positive individual and social change goals it embodies
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity in all aspects of Agency business
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience
- Actively strive to create and maintain a culturally sensitive and appropriate environment through communication and interaction that demonstrates respect for diversity
- Support youth development and youth involvement in decision-making processes

## **PHYSICAL REQUIREMENTS**

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- The person in this position must be able to remain in a stationary position, as well as move about in and out of the office; operate a computer and other office productivity machinery, such as copy machine and computer printer, etc.; and occasionally position self to reach under or behind a desk
- Constantly have manual and finger dexterity and eye-hand coordination.
- The person in this position frequently communicates with Clients who have inquiries. Must be able to exchange accurate information in these situations.
- Constantly operates department equipment, such as telephones, personal computers, adding machines, copiers, fax machines, etc. Position constantly has use of computer and phone.
- Constantly works with youth off-site at designated locations as needed.
- Must be able to move about and remain mobile up to 10 hours per day.
- Move, transport, position, put, install, or remove items weighing up to 50 pounds for various agency or event needs.

## **COMPENSATION & BENEFITS**

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The salary for this position is \$24.04 per hour. Our benefits package includes: 100% of base Medical and Dental plans provided by employer (buy-up plans available) • Basic Life and AD&D provided by employer (buy-up plans available) • Short-Term and Long-Term Disability provided by employer • Tele-health and Dispatch Health included in medical plan • Vision Plan • Accident Coverage • Critical Care and Hospital Extended Stay Plans • Flexible Spending Accounts (FSA) for Medical and Dependent Care • Employee Assistance Program • 403(b) Retirement Plan • RTD Eco Pass • 9 Paid Holidays • Paid Sick and 120 hours Vacation time starting • Fantastic work culture with room for growth through internal training and mentoring.

## TO APPLY

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Please submit cover letter, resume, and the names and telephone numbers of three (3) professional and/or academic references to:

Urban Peak

ATTN: Human Resources

2100 Stout Street

Denver, CO 80205

Fax: (303) 295-6116

Web site: <https://www.urbanpeak.org/denver/about-us/work-for-us/employment/>

All attachments should be in Microsoft Word (.doc) or portal document format (.pdf). In the subject field of the email include the job number, job title, and your first and last name. (Example: 012345 – HR Specialist – Doe, Jane).

This position will be filled as soon as a qualified candidate is identified. Due to limited staffing resources we are unable to respond to phone inquiries, including calls to check on the status of a submitted application. Applicants will only be contacted if selected for an interview. This job announcement is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.

***Urban Peak is an equal opportunity employer and seeks a diverse pool of applicants.***