UpValley Family Centers  
Education Program Specialist

Employment Type: 1 FTE, non-exempt  
Starting Salary: $20/hour or depending on experience  
Benefits: Paid sick leave, vacation, holidays; medical and dental benefits; 401k plan

About UpValley Family Centers (UVFC): Our mission is to provide guidance, support, and resources in the community, in the home, and for the individual, so that everyone can achieve a better life. We envision that through healthy relationships and networks of support, all people are safe, valued, and prepared to create the future they want for themselves, their families, and their community. Since 1999, UVFC has been the primary trusted resource for low-income communities in the northern Napa Valley, serving as a one-stop shop for access to the resources people need to survive and thrive. Located at offices in Calistoga and St. Helena, we serve children, youth, adults, and seniors. Taking a prevention-focused, community-responsive approach, our broad scope of services includes guided information and referrals, access to health services and other resources, education and mentorship opportunities for all ages, case management and counseling services, disaster relief and emergency preparedness services, and more. Learn more about us at www.upvalleyfamilycenters.org

About this position: Acting as a liaison between the UpValley Family Centers, local school districts, families, and volunteers, the Education Program Specialist will recruit and train volunteer tutors, match tutors with students in need of academic or technical support, and ensure a smooth experience for all stakeholders in this program. Tutors will be paired with students onsite at local elementary schools during the school day or virtually. This position will also assist with UVFC’s early learning playgroups, supporting families with children ages 0-5. The individual in this position will coordinate with UVFC’s Early Childhood Education Program Coordinator to create developmentally appropriate activities and help facilitate our Niños Activos playgroup 4x/week.

The Education Program Specialist will report to UVFC’s Education Program Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Outreach and Volunteer Tutor Recruitment

- Conduct targeted outreach in the local community to recruit (preferably bilingual) volunteers for the UVFC tutoring program. Outreach will include presentations to groups and individuals.
- Collaborate with UVFC’s Volunteer & Communications Manager to develop promotional materials, including press releases, flyers, newsletter updates, and social media posts, to be used in the recruitment of volunteers and promotion of the tutoring program.
• Lead the screening, onboarding, and training of new tutoring volunteers: conduct an initial interview and assessment of interest, skills, and availability with each candidate; and guide them through the process of a background check.

Tutoring Program Coordination
• Ensure that all volunteers are familiar with and/or trained on using Zoom and Google Classroom, and/or have an orientation at the local school where they will be volunteering.
• For in-person tutoring, work with the schools and teachers to assign each volunteer to a regular weekly shift with a designated teacher and a designated student.
• For virtual tutoring support, accept and process family applications, in coordination with referrals from local school districts.
• Match students/families with a tutor based on need, schedule, and primary language, and set up first tutoring appointment, ensuring that expectations are clear among all parties.
• Ensure that all volunteers are upholding the confidentiality and privacy of the students and families they work with, and consistently engage with them in a respectful manner.
• Check in regularly with families, teachers, and tutors to ensure a satisfactory experience for all participants.
• Maintain regular communication with all program stakeholders, including school and district representatives, volunteers, parents, and UVFC executive staff.
• Work with Development team to recognize volunteers for their service and ensure they know they are valued.

Niños Activos Playgroup & Early Learning Responsibilities
• Meet with families with children aged 0-5 to present family support services and health resources such as MediCal.
• Assist in planning and implementation of special events geared toward outreach to families.
• Document client interactions in UVFC’s Apricot database and assist in developing reports for funders.
• Assist in the Niños Activos Program for children ages 0-5 and the Raising A Reader Program in both Calistoga and St. Helena.
• Administer developmental screenings to families with children ages 0-5.
• Assist with UVFC’s Summer Bridge program for incoming kindergarten students and families.

Program Administration and Reporting
• Maintain an accurate record of active volunteers, hours served, and other relevant data.
• Produce regular reports on project accomplishments and impact as requested.
QUALIFICATION REQUIREMENTS

- Commitment to the mission and goals of the UpValley Family Centers
- Experience coordinating a team of volunteers and/or a volunteer-based project
- Familiarity with Zoom and other virtual meeting platforms
- Excellent written and verbal communication skills, including an ability to communicate effectively with a variety of stakeholders – including parents, UVFC staff, volunteers, and school district representatives
- Excellent customer service skills and an orientation towards service
- Excellent organizational skills and ability to manage a project with many moving parts
- Ability to work with diverse ages and backgrounds
- Knowledge of word processing and spreadsheet software
- Experience with elementary-level education a plus
- Bilingual (Spanish/English)
- Valid Driver’s License and insurance or other means of transportation
- Able to pass a fingerprint background check

Schedule: Typical schedule Monday-Friday 8:30-5:00. Some nights and weekends may be required throughout the year upon request.

To apply: Please email cover letter and resume to zguzik@upvalleyfamilycenters.org with the subject line: Education Program Specialist. Position open until filled. No phone calls please.

UpValley Family Centers is an equal opportunity employer.