



Job Title: DCLI Program Navigator

Location: Decatur, Illinois

FLSA Status: Exempt

Type: Full-Time

DCLI Program Navigator: Responsible for the engagement of high school students in programs offered by DCLI. The mission of the Jerry J. Dawson Civic Leadership Institute is to connect Decatur Public School District high school students with civic related careers.

The **DCLI Program Navigator** is a dynamic, student-centered role responsible for the engagement and development of high school students through a range of civic leadership programs offered by DCLI. This includes managing the **College Scholars Program**, the **Public Safety Summer Experience**, and **Health Professions programming**, as well as contributing to the coordination of the high school internship initiative.

This role serves as a key liaison between students, parents, educators, and community stakeholders to ensure high-quality, impactful programming that aligns with DCLI's mission. Focus: Data Collection, Budget Alignment, Reporting

Job Description - Overview

The **DCLI Program Navigator** will focus on high school students in Decatur Public Schools and will oversee the development, implementation, and management of the College Scholars Program, the summer Public Safety Experience for High School Students, Health Professions with some connection and responsibility to the high school internship program. The DCLI Program Navigator will work closely with DCLI Project Manager in the development, planning and organization of programming. The DCLI Program Navigator will be the primary connection point with students, parents, and educational organizations.

Key Responsibilities

- Develop and execute a 12-month planning document for each of the key components of DCLI: DCLI College Scholars, Public Safety and Health Professions.
- Program Management & Delivery:
 - Oversee the planning, implementation, and evaluation of student programs including:
 - College Scholars Program
 - Public Safety Experience for High School Students
 - Health Professions Initiatives
 - Support the High School Internship Program
 - Ensure alignment of all programs with DCLI's mission and goals.
 - Coordinate logistics such as scheduling, transportation, speakers, and venues.
- Student & Family Engagement:
 - Serve as the primary point of contact for participating students and families.
 - Conduct outreach and recruitment efforts in schools and the community.



- Support students through mentorship, guidance, and program advisement.
- Partnership Development:
 - Build and maintain strong relationships with school administrators, teachers, community partners, and program facilitators.
 - Collaborate with local civic and healthcare organizations to provide experiential opportunities.
- Collaboration & Communication:
 - Work closely with the DCLI Project Manager to align programming with institutional goals.
 - Provide regular updates and reports on program progress, student participation, and outcomes.
- Administrative Duties:
 - Track student enrollment, attendance, and outcomes in collaboration with UGI Program Coordinator.
 - Prepare program materials and communications.
 - Collect feedback and assess program effectiveness for continuous improvement.

Qualifications:

- Minimum 2 years of experience in youth programming, education, or community engagement.
- Strong organizational and project management skills.
- Excellent interpersonal and communication abilities.
- Passion for civic engagement and youth empowerment.
- Ability to work flexible hours.
- Experience working in or with public school systems.
- Familiarity with Decatur, Illinois community and resources.

Program Reporting: Provide regular reports to stakeholders, including the United Way of Decatur & Mid-Illinois, regarding program outcomes, challenges, and successes. Maintain accurate records of participants' progress and feedback in collaboration with UGI Program Coordinator.

Skills

- Strong communication and interpersonal skills, with the ability to build and maintain relationships with students, parents, employers, and community partners.
- Ability to assess the career interests, skills, and educational needs of participants, providing personalized guidance.
- Experience coordinating internships, work experience programs, or similar initiatives.
- Strong organizational skills and the ability to manage multiple projects and priorities.



- Proficiency in Microsoft Office Suite and familiarity with tracking systems or databases for managing participants.

**Other**

- Ability to work independently and as part of a team.
- Passionate about helping young people succeed.
- Knowledge of community resources and social service programs.
- Comfortable working with a diverse range of individuals and stakeholders.

Five Year Impact Goals

- DCLI College Scholarship Program - 50 high school students
- Public Safety Course for DCLI high school students - 125 student impacted through PS experiences
- DCLI 8-week summer internship program - 125 high school student interns
- Health Professionals Certifications - 60 People Served

Working Conditions

- Full-time position.
- Travel may be required.
- Collaborative and dynamic work environment.

Compensation

- Salary commensurate with experience. Benefits include health insurance, paid time off, and professional development opportunities.
- Benefits package includes health insurance, retirement plan options, paid time off, and professional development opportunities.

How to Apply

Interested candidates should submit their resume and a cover letter detailing their qualifications and interest in the position to Debbie Bogle @ dbogle@uwdecaturn.org or mail to:

United Way of Decatur and Mid-Illinois
Attn: Debbie Bogle
201 West Eldorado St.
Decatur, IL. 62522