



Position Title: Program Leader/Outreach Coordinator
Reports To: Program Manager
Department: REVEST
Prepared By/Date: Eduardo J. Moras/07-23-2009
Approved By/Date: Arnold Munoz/07-23-2009
Revised: Jennifer C. Brito/8-25-2009

Job Code: 0711
Job Group: PENC
Salary Grade: 14
FLSA Status: Exempt

Summary:

The purpose of the Program Leader/Outreach Coordinator is to guarantee daily operations at the West Dade Outreach Center of REVEST and that resources and staff under my supervision are utilized in compliance with MDC Policies and Procedures.

Essential Duties and Responsibilities:

- Build management in compliance with MDC procedures
- Schedule needs at center by monitoring daily attendance of staff, faculty and students
- Monitor compliance and observe MDC parking regulations and fire codes
- Performs other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge in managing staff and faculty
- Computer literacy
- Experience in dealing with multi-ethnic population
- Posses Interpersonal skills
- Possess organizational skills
- Ability to adapt schedule to center's needs

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelors Degree and five (5) years in a related position.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name