



Position Title: Center for Community Involvement Coordinator
Reports To: Director
Department: College-wide Center for Community Involvement **Job Code:** 0797
Prepared By/Date: Jennifer Brito/05/1/2009 **Job Group:** PENC
Approved By/Date: College-wide **Salary Grade:** 13
Revised: Donna French/06-10-2011 **FLSA Status:** Exempt

Summary:

Responsible for the day-to-day leadership and management of a campus Center for Community Involvement; including but not limited to, service-learning, civic engagement, AmeriCorps, America Reads, the student ambassador program, and community-campus partnerships. Works closely with hundreds of students, faculty, and community partners.

Essential Duties and Responsibilities:

- Manages day-to-day operations
- Promotes the ethic of service and culture of civic engagement at the College
- Ensures the quality and academic rigor of service-learning by providing and facilitating professional development opportunities for faculty, working with faculty to develop and implement high quality service-learning experiences for their students, and providing on-going support
- Represents the College frequently with various community agencies/groups
- Identifies, builds relationships, and makes site visits to community-based organizations, governmental agencies, and institutions of higher education
- Develops and implements a comprehensive student orientation, training, and placement program
- Assists with the development and implementation America Reads and AmeriCorps programs which may include VISTA, Students in Service, College Access, Strong Women Strong Girls, among others
- Conducts evaluation and assessment of Center activities
- Prepares status reports for faculty and administrators
- Assists in development of reflection opportunities
- Supervises student ambassadors and Campus Coordinator
- Counsels students interested in service and civic engagement
- Serves on college-wide integrated management team providing overall direction for the College's program
- Coordinates special events including the Presidents Volunteer Service Award, Community Involvement Expos, community partnership workshops, etc.
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Strong interpersonal, organizational, and administrative skills
- Effective oral and written communication skills
- Knowledge of service-learning, civic engagement, and student development in an academic environment, and demonstrated leadership experience
- Ability to travel to and from Campuses and events
- Must be available for occasional evening and weekend work
- Ability to work in a multi-ethnic and multi-cultural work environment

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 frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

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.

- Bachelor’s degree and four (4) years of related experience with demonstrated commitment to civic engagement and service

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name