



Job Description

Job Title:	Service Learning Center Coordinator	Grade:	J
Department:	Student Life	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Promotes the Service-Learning program to recruit students. Identifies service-learning opportunities through organizations in the community and coordinates the placement of students in these opportunities.

Characteristics Duties and Responsibilities:

1. Coordinates placement, tracking and required documentation for Federal Work-Study students in America Reads roles.
2. Coordinates requests for student volunteers from non-profit organizations in the community.
3. Sponsors and coordinates the annual Volunteer Fair, faculty and community partner events and other partnership development initiatives.
4. Coordinates placements, tracking and required documentation for ADVANCE students.
5. Coordinates and publicizes professional development opportunities for community agencies.
6. Coordinates, promotes, executes and documents service events and programs.
7. Recruits, advises and offers administrative support to the student members of the Service-Learning Club.
8. Plans, promotes and coordinates the annual Alternative Spring Break program.
9. Edits and publishes Service-Learning materials for faculty and community partners.
10. Implement a minimum of two Poverty Simulations each fall and spring semester.
11. A minimum of one college wide service project must be implemented annually.
12. Assist and support with department wide initiatives such as blood drives and Project Life.
13. Performs other duties as assigned.



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Reporting Relationships:

Direction Received:	Reports to the Director of Service-Learning
Direction Given:	Provides supervision of student work-study workers

Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and two years of related work experience

Knowledge, Skills, Abilities, and Worker Characteristics:

- Excellent communication skills
- Strong organizational skills
- Ability to handle multiple projects
- Supervisory and leadership skills
- Strong computer skills to handle word processing, spreadsheets and internet research

Working Conditions:

Typical Office Environment