

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.

Characteristic 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 initivies such as blood drives and Project Life.
- 13. Performs other duties as assigned.

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 educational institution and two years of related work experience



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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; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, locally or out-of-town to attend meetings and conferences