



## Job Classification Description

### **ASSISTANT DIRECTOR OF THE ROBERT T. STAFFORD CENTER FOR THE SUPPORT AND STUDY OF THE COMMUNITY/CSC**

**VSC UP – PAT Bargaining Unit**

**GRADE 11  
EXEMPT**

#### **BASIC FUNCTION**

Coordinate and administer the operations of the Robert T. Stafford Center for the Support and Study of the Community (The Center) together with the Director. The Center strives to lead members of the Castleton State College community toward a heightened sense of social responsibility and toward a lifelong commitment to their local, national and global communities. This is done by providing a variety of opportunities where learning is achieved by directly applying knowledge gained in the classroom, community service, internships and service-learning initiatives.

#### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Director and administer all functions of America Reads program.
  - Recruit, interview, hire, train and supervise students as reading partners.
  - Publicize and promote program to College community and external community.
  - Establish partnerships with area schools and community organizations for placements.
  - Administer and manage budget for program.
  - Oversee and advise in all America Reads activities, providing guidance as needed.
  - Serve as program liaison within the Vermont State Colleges system.
  - Prepare all administrative correspondence, forms, statistical and financial reports and data on programs.
- Direct and administer all functions of the Castleton Alternative Spring Break Program.
  - Manage logistics, supervise projects and facilities as an active participant for all aspects of program.
  - Research and develop yearly location and program, including domestic and international locations.
  - Coordinate, organize and attend student leader, group and committee meetings, fund raising events and team building gatherings.

- Administer budget and oversee procuring outside funding.
- Serve as liaison between the college and the community to promote program.
- Serve as college representative with full responsibility of 15 to 20 student participants while on trip of 7 to 10 days.
- Direct and oversee post-trip activities on reporting and presentations of experience.
- Direct and administer all functions of Meals on Wheels program.
  - Publicize, promote and recruit College and community volunteers for program.
  - Serve as liaison between college and outside organizations for the program.
  - Administer schedule, informational materials and publications for program.
- Direct and administer all activities and work related to the Community Service Club in coordinating program and advising students.
- Direct and administer all activities and work related to the Vermont Campus Compact/AmeriCorps Education Award Only Program in coordinating function and recruiting and supervising students.
- Advise, administer, coordinate and/or work with Director on other activities and programs of the Center, including Community Service Projects, The Center's Newsletter, Off-Campus Work Study, Internships and Service-Learning.
- Train and supervise activities of student assistants.
- Keep abreast of current developments in the field. Attend professional meetings and conferences.

### **SUPERVISION RECEIVED**

Direction is received from the Director of the Robert T. Stafford Center for the Support and Study of the Community.

### **SUPERVISION EXERCISED**

Student workers as necessary.

### **MINIMUM QUALIFICATIONS**

Bachelors degree in an appropriate discipline plus three to four years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Good planning, organizational, financial and administrative skills.
- Excellent communication skills including written, verbal and personal.
- Good presentation and public relations skills.
- Ability to deal effectively with a wide variety of individuals inside and outside of the College.
- Familiarity with community service agencies and social policies.

Asst Director Robert T Stafford Center  
September 27, 2004

- Strong administrative and counseling/advising skills.
- Demonstrated and sustained commitment to civic engagement and service.
- Strong leadership skills and program management.
- Familiarity with theory and methods used in experiential learning and service learning pedagogy.
- Need to be flexible with work schedule. Evenings, weekends and extensive travel required.

**This general outlines illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**