



Job Classification Description

**Coordinator of Community Services/JSC
VSC UP - PAT BARGAINING UNIT**

**Grade 10
Exempt**

BASIC FUNCTION

To recruit, place, and follow-up on students participating in the community service learning program; to establish service learning needs and training procedures, through collaboration with community agencies; and to support the day to day operations of the Center for Service Learning.

CHARACTERISITIC DUTIES & RESPONSIBILITIES

- Assess community needs for student volunteer opportunities, market opportunities and evaluate CSL programs.
- Recruit student volunteers and recognize volunteer efforts.
- Recruit, train, and supervise student leaders.
- Supervise AmeriCorps "education only" program and Federal Work Study Students.
- Work with JSC faculty to support the integration of service learning into curricula.
- Identify domestic and international alternative break locations and support student coordinators to manage all aspects of the program. Advise Break Away student leaders and participate on Break Away.
- Confer regularly with supervisor, student affairs staff and college personnel to plan and coordinate activities and programs with community service / service learning components (i.e., orientation, Upward Bound, residence life programming, wellness activities, etc.)
- Plan and conduct workshops on service learning to students, faculty, staff and community members.
- Plan and lead student leadership development (including Leaders Break Away, LEAD, etc.). Market state, regional and national leadership opportunities to students.
- Advise local schools, agencies, and other colleges on creating service learning programs.
- Perform other related tasks as assigned.

SUPERVISION RECEIVED

Minimal supervision is received from the Director of Nonprofit Management Studies.

Minimum Qualifications

- Bachelors degree in an appropriate discipline, with three to five years of relevant experience, or a combination of education and experience from which comparable knowledge and skills are acquired.
- Familiarity with theory and methods used in experiential learning programs and service learning pedagogy.
- Familiarity with community agencies.
- Strong writing skills, administrative skills, counseling and advising skills.

This general outline 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.