

Student Coordinator

Job Description

Narrative Description: Under the supervision of the Director of Literacy Outreach, the student coordinator is responsible for all aspects of student management from recruiting new students, promoting student and volunteer opportunities, conveying the organization's purpose to the public, and appreciating our student and volunteer teams. The student coordinator arranges all details of enrollment and keeps all parties informed. This position works closely with the volunteer coordinator.

The student coordinator's responsibilities include recruiting, orienting, testing, and coordinating potential students. Responsibilities also include maintaining a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the organization's purpose to the public.

A successful student coordinator should be meticulous about keeping records and passionate about volunteer work and education. They should enjoy working as a team. They should uphold the values of our organization while ensuring the comfort of our students as they navigate their learning goals.

Responsibilities:

- Recruit, orient, schedule, test, and supervise new students.
- Collect student information and availability.
- Maintain an up-to-date database.
- Use marketing tools such as outreach programs, e-mails, social media, texting, and volunteer databases.
- Keep stakeholders informed about the organization and additional learning opportunities.
- Organize pairings and group learning opportunities.
- Provide referrals to support student learning and success
- Keep schedules and records of students' work, meeting locations, goals, outcomes, tasks, etc.
- Prepare codes of conduct and operating procedures to uphold the organization's values.
- Ensure the organization's purpose is conveyed to the public.

Effectiveness Areas: Among the key effectiveness areas, representing the output requirement of this position, are:

- Recruitment and screening of students
- Responsible for student assessment and placement
- Assist with curriculum management
- Organize classes, workshops, and demonstrations in subjects such as basic English language skills, life skills, and workforce entry skills.

Functional responsibilities:

- Administers standardized tests as well as curriculum placement exams.
- Develops an individual curriculum plan for each student in coordination with the volunteer coordinator.

- Guides and counsels students with adjustment and/or academic problems, or special academic interests to ensure student success.
- Maintains accurate and complete records as required by laws or administrative policies.
- All paid staff is expected to attend, promote, and assist with fundraising events.
- Performs other duties as assigned

Essential Function

- Previous volunteer management preferred
- Ability to organize and prioritize work and meet deadlines.
- Ability to operate related office equipment
- Ability to handle multiple projects
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Must be able to work evenings and weekends as needed.
- Ability to drive to attend meetings throughout Garfield County
- Valid driver's license and have a car

Educational Requirements

- Bilingual Spanish and English preferred.
- Basic Computer skills needed: email, Microsoft Word, Excel, social media

Physical Requirements

- This is an office position with many hours spent at the desk and on the computer. There will be a great deal of time on the telephone and computer as well as in meetings with students, volunteers, and outside organizations. Must be able to travel to and attend meetings throughout Garfield County.
- Be able to lift up to 30 pounds.
- Keyboarding and working with computers, ability to work with most computer software such as Microsoft Office.
- Must be able to work in an environment with florescent lighting.

Compensation – \$xx/hour

Schedule – Ability to work flexible hours. Some evenings are required and a few weekends per year are necessary. Not to exceed 40 hours per week.

Please submit letter of interest to Martha Fredendall, executive director, at LiteracyOutreach@LiteracyOutreach.org.

NOTE: This job description is not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework for the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by a person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements to the work of the Literacy Outreach and are subject to possible modifications to reasonably accommodate individuals with disabilities.

E.O.E. – Literacy Outreach is an Equal Opportunity Employer. Individuals with unique life experiences encouraged to apply.