

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

AMERICORPS PROGRAM COORDINATOR

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution.
- (2) Minimum of one (1) years experience as a supervisor.
- (3) AmeriCorps or other community service experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to effectively oversee AmeriCorps members and site coordinators. Ability to successfully coordinate AmeriCorps member activities school sites. Skills in written and oral communication, planning and organization. Knowledge of policies of Gadsden County School Board and the Florida Commission on Community Service.

REPORTS TO:

AmeriCorps Program Director

Job Goal

To successfully coordinate the activities of AmeriCorps Gadsden Reads members and site coordinators.

SUPERVISES:

All AmeriCorps Gadsden Reads members and site coordinators.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employments shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11

AMERICORPS PROGRAM COORDINATOR (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Assist in providing leadership to the AmeriCorps members and staff to successfully complete program objectives.
- * (2) Assist in the management and implementation of the AmeriCorps Gadsden Reads Program.
- * (3) Coordinate and plan activities for AmeriCorps Gadsden Reads members and site coordinators.
- * (4) Assist in the preparation of long-range plans for AmeriCorps Gadsden Reads.
- * (5) Assist schools in the implementation of the AmeriCorps Gadsden Reads Program.
- * (6) Communicate, through meetings and written material, information that will keep staff and members informed of AmeriCorps Gadsden policies, procedures, changes and updates.
- * (7) Collect documentation for the required program reports.

Interagency Communication and Delivery

- * (8) Provide reports and data in a timely manner to the AmeriCorps Program Director.
- * (9) Meet with principals, HOSTS Facilitators, and other school personnel to share information and address issues.
- * (10) Coordinate with community resources and service agencies as appropriate.
- * (11) Develop and disseminate program information.

Professional Growth and Improvement

- * (12) Develop and maintain a thorough knowledge of the AmeriCorps Gadsden Reads Program and any related policies, rules, or laws.
- * (13) Demonstrate support for District's goals and priorities.
- * (14) Attend professional development training as needed.
- * (15) Promote and support professional development for self and others.

Systemic Functions

- * (16) Prepare documentation for required reports.
- * (17) Keep AmeriCorps Program Director informed about potential problems and unusual events.
- * (18) Assist in the recruitment and hiring of all AmeriCorps members and site coordinators.
- * (19) Assist in the orientation of new AmeriCorps personnel.
- * (20) Provide input to the AmeriCorps Program Director in the evaluation of AmeriCorps members and site coordinators.
- * (21) Coordinate member development activities.
- (22) Perform other duties as assigned.

Leadership and Strategic Orientation

- * (23) Model and maintain high standards of professional conduct.
- * (24) Demonstrate initiative in recognizing need or potential for improvement and take appropriate action.

*Essential Performance Responsibilities