

Service Learning Coordinator Job Description

The Service Learning Coordinator provides consultation and support services for schools, educators and students in Greater Cincinnati schools focusing on civic engagement and youth development through service learning methodology.

The Coordinator is part of a three-person team and reports to the Director of Service Learning.

The Children, Inc. Service Learning Program is a proud partner of the [Greater Cincinnati Service Learning Network](#).

Primary Duties and Responsibilities:

School and Community Based Activities:

- Collaborate with elementary, middle, and high school educators and students on service learning projects.
- Encourage and support service learning in assigned schools.
- Develop and convey a deep knowledge of service learning methodology and practice.
- Communicate and build strong professional relationships with assigned schools through email, phone and onsite contact.
- Identify and participate in culminating and/or recognition events to bring attention to service learning in the region (may include some nights and weekends).
- Gather and disseminate service learning stories and collateral to increase positive attention to students, schools and service learning in the region.
- Record and maintain current, accurate data for assigned schools.
- Develop and convey awareness of community resources and needs both locally and globally.

Staff and Development Activities:

- Build Relationships: Establish and maintain positive working relationships with others both internally and externally, to achieve the goals of the organization.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Communicate Effectively: Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- Make Decisions: Assess situations to determine the importance, urgency, and risks, and make clear decisions which are timely and in the best interest of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.

<http://servicelearning.childreninc.org/>

- Plan: Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Internal and External Collaboration:

- Be familiar with and abide by Children, Inc.'s Vision, Mission, Beliefs and Code of Ethics.
- Uphold all standards and policies set forth by Children, Inc.
- Be familiar with and adhere to the policies and procedures of participating schools and school districts.
- Maintain confidential information about the program, families, students, staff and the agency at all times.
- Maintain and demonstrate professionalism in the workplace and in the community.
- Show initiative for continued professional growth and skills development.

Minimum Education, Experience and Other Skill Requirements:

Education:

- University degree in related field of study.

Knowledge, skills and abilities:

- Experience in teaching and/or non-profit sector

Proficiency in the use of computer for:

- Word Processing
- Databases
- Spreadsheets

Approximate Start Date: July 1, 2018

Work Environment:

Work environment will vary between in-school setting, non-profit partner meetings, as well as in-office. Occasional light travel may be necessary.

Physical demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to: stand, walk, sit, bend and lift as needed.

Please submit cover letter, resume and salary requirements to Beth Griffith-Niemann bniemann@childreninc.org.

<http://servicelearning.childreninc.org/>