

# ESCCO – COUNCIL OF GOVERNMENTS

## JOB DESCRIPTIONS

### **AMERICORPS MENTORS COORDINATOR**

#### **Minimum Qualifications:**

- Completion of a Bachelor's degree in public administration, education, community/regional planning, human services, social/behavior science, or related area.
- Master's Degree preferred. Two or more years of professional work experience in human services, education or community services, including program development, budget development and analysis, monitoring, contracting and evaluating services; analysis of data, report writing, marketing; working with local, state and/or federal political entities; developing and implementing operational policies and procedures and providing in-service as required.
- Minimum of two years of professional experience in program and grant administration, management of community services, or non-profit service delivery desired.
- Minimum of two years' experience supervising multiple programs, projects and/or personnel preferred
- Knowledge of principles and techniques of strategic planning, monitoring, and evaluating community service programs and/or volunteer management service; the principals and processes of program administration and project management; basic budgeting and cost accounting processes.
- Demonstrated ability to supervise large groups, professional and/or support staff.
- Documentation of a clear criminal record in compliance with state statute.
- Complies with drug-free workplace rules and Board policy
- Experience with AmeriCorps preferred

*Note:* This assignment may require a valid driver's license and access/availability of a reliable vehicle. Employees must meet all prerequisite and ongoing qualifications to be covered by the service center's insurance carrier.

**FLSA Classification:** Exempt

**Reports To:** Ohio Reading Corps Program Coordinator

#### **Job Objectives:**

AmeriCorps Mentors for Success is an AmeriCorps program aimed at improving school attendance and academic engagement for middle and high school students who are experiencing truancy. The goal of the program is to improve attendance by providing school-based mentors (AmeriCorps Members) to work with students 1 on 1.

### **Responsibilities and Essential Functions:**

“The following duties are representative of performance expectations: however, the list below is not ranked in order of importance.”

- Serves as AmeriCorps Mentors for Success (AMS) Program Coordinator with expertise
- Directs several technical operations and activities necessary to maintain and provide support for the delivery of the AMS program.
- Recruits, interviews, hires and organizes training for 20 AmeriCorps members
- Completes member service agreements at the start of the service, monitors member progress towards meeting goals, and tracks member service hours
- Conducts quarterly site visits to multiple schools
- Conducts program evaluation of members and sites and uses the information to continuously improve the program.
- Fosters esprit de corps among AmeriCorps members, and leads monthly team meetings that include training and development activities that will strengthen members' knowledge and skills as a result of their service in the AmeriCorps program.
- Collaborates with ESC of Central Ohio Program Director, ESC of Central Ohio Project Co-Director, and school districts, to ensure all components of the AMS program are implemented in compliance with the federal AmeriCorps Program and the Corporation for National Community Service.
- Reviews federal regulations, state laws, and AmeriCorps administrative requirements to help monitor appropriate policies, procedures and interpretation to guide successful implementation of the AMS program.
- Creates and maintains tracking/monitoring system to meet federal grant compliance requirements.
- Contributes to AMS Annual Report; communicates the AMS program and services to schools.
- Completes background checks for each new Member and follow all requirements from CNCS
- Verifies that all students meet eligibility requirements at first site visit
- Obtains signatures on building agreements before placing any member at a site
- Performs other specific job-related duties as directed by the Superintendent or his/her designee

“Job performance is evaluated according to the policy provisions adopted by the Governing Board of the Educational Service Center of Central Ohio.”

### **Conduct:**

Each staff member shall remain free of any alcohol or non-prescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment with the ESC.

**Terms of Employment:**

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

It is the employee's responsibility to maintain proper certification/licensure and to initiate the renewal process in sufficient time to receive the updated certificate/license prior to the expiration of the present certificate/license.

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