

# Program Coordinator

---

## Job Description

---

### Position Information

<b>Position Title</b>	Program Coordinator
<b>Position Number</b>	CEAETEMP02*6271
<b>Department</b>	Community Partnerships, Planning and Research
<b>Reports to (Title)</b>	Director of Community Development
<b>Seated Employee</b>	

**Employee First Name**

**Employee Last Name**

### Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

### Job Summary

Reporting to the Director of Community Development, this position coordinates activities for 1) a team of AmeriCorps members ensuring their success in their individual roles and their effectiveness as a cohort; and 2) a team of community partners, working together toward long-term systems change in the community of Grinnell.

### Position Summary Information

**Select the level of education needed to successfully accomplish the essential duties of this job.** High school diploma or general education degree (GED)

**If a specific degree, certification, license, or registration is necessary, please list.** n/a

**Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.** Three years or more

**Preferred Qualifications** Bachelor's degree preferred

**FLSA Category** Non-Exempt

**Staff/Faculty** Staff

**Employment Status** Part-Time

**Employment Category** Regular

**Essential Staff (emergency situations)?** No

**On-Call?****Essential Responsibilities**

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

*Essential Responsibility percentage of time needs to equal 100%*

**Responsibility****MEMBER MANAGEMENT**

Mentors and coaches members on a 1:1 basis and as a team, helping them build skills and aiding with professional development. Coordinates recruiting, on-boarding, and training for a team of AmeriCorps members. Plans and facilitates individual and groups meetings. Monitors team workflow. Coordinates activities to engage, retain, and recognize team members. Coordinates member reviews and member exit procedures.

**Percentage Of Time**

65

**Responsibility****COMMUNICATION AND OUTREACH**

Maintains the program Facebook page to build awareness of program-related events and opportunities, publicizes open positions.

**Percentage Of Time**

15

**Responsibility****PARTNER COORDINATION**

Coordinates action across various community partners so that they can work as a community team to advance priority projects, better aligning resources toward common goals.

**Percentage Of Time**

10

**Responsibility****PROGRAM ADMINISTRATION**

Coordinates submission of member progress reports to partners agencies. Monitors time tracking. Supports data collection as necessary.

**Percentage Of Time**

10

**General Responsibilities****General Responsibilities**

- (1) Maintain regular attendance in accordance with department policy.
- (2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- (3) Understand and comply with the policies of the College Staff Handbook.
- (4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
- (5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
- (6) Protect confidentiality of College information.
- (7) Provide leadership to others through example and sharing of knowledge/skill.
- (8) Communicate with others in a courteous and helpful manner.
- (9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.
- (10) Perform other duties as assigned.

**Supervisory Responsibilities**

**Does this job have supervisory responsibilities?** No

**If yes, then check all that are supervised by this position.**

**Supervise Student Staff** No

**If you supervise student staff, enter approximately how many and the total hours? (e.g., 2 students/XX hours)**

**Supervise Non-Exempt Staff** No

**If you supervise non-exempt staff please enter the number.**

**Supervise Exempt Staff** No

**If you supervise exempt staff please enter the number.**

**Select the level of supervision that this position provides.**

#### Supervision Received

**Select the level of supervision that this position receives from their supervisor.**

Direction: receive guidance with respect to general objectives; in the majority of tasks and projects assigned, determine methods, work sequence, scheduling, and how to achieve objectives of assignments; operate within specific policy guidelines.

#### Computer Operations

**Please check one of the following**

Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

#### Travel

**Please check one of the following**

No travel required.

#### Essential Function Analysis

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

**Mental/Cognitive Requirements**

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

<b>Analyzing information or data</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Effective communication skills</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Composing &amp; comprehending communication materials</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Establishing effective interpersonal relationships</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Adjusting to changes (work load, environment, department structure, etc.)</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Using logic to define problems, collect information, establish facts, draw valid conclusions, etc</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Making decisions of moderate to substantial consequence</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Performing mathematical calculations</b>	Under 1/3
- Essential or Marginal?	Marginal
<b>Editing reports or technical materials</b>	1/3 to 2/3
- Essential or Marginal?	Essential
<b>Planning and organizing (work load, schedules, events, etc.)</b>	1/3 to 2/3
- Essential or Marginal?	Essential
<b>Handle stressful, emotional and/or frustrating situations</b>	1/3 to 2/3
- Essential or Marginal?	Essential
<b>Working with numerous distractions</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Working under a time pressure and within timelines/deadlines</b>	Over 2/3
- Essential or Marginal?	Essential
<b>Coordinating work with others</b>	Over 2/3

- Essential or Marginal?	Essential
Handling multiple assignments and priorities	Over 2/3
- Essential or Marginal?	Essential
Completing work in an accurate manner	Over 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	Over 2/3
- Essential or Marginal?	Essential
Memory functions (remembering names, details and procedures)	Over 2/3
- Essential or Marginal?	Essential

**Physical Requirements**

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

Remaining in a stationary position	Over 2/3
Traverse/move locations	Under 1/3
Ascend or descend between floors	Under 1/3
Reach with hands and arms	1/3 to 2/3
Ascend or descend ladder	None
Position self to access small or restricted spaces	None
Communicate or exchange information	Over 2/3
Detect specific flavors or odors	None

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

Weight lifted or force exerted: up to 10 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 25 pounds (with or without assisted device)	Under 1/3
Weight lifted or force exerted: up to 50 pounds (with or without assisted device)	None
Weight lifted or force exerted: up to 100 pounds (with or without assisted device)	None
Weight lifted or force exerted: more than 100 pounds (with or without	None

assisted device)

**Please check one of the following** Light physical activity performing non-strenuous daily activities.

**Does this job have any essential vision requirements? Check all that apply.** Close vision (clear vision at 20 inches or less)

#### Work Environment

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

**Wet or humid conditions (non-weather)** None

**Extreme cold (non-weather)** None

**Extreme heat (non-weather)** None

**Outdoor weather conditions** Under 1/3

**Work near moving mechanical parts** None

**Work in high, precarious places** None

**Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)** None

**Toxic or caustic chemicals** None

**Work with explosives** None

**Risk of electrical shock** None

**Vibration (i.e. operating jackhammer, impact wrench)** None

**Risk of radiation** None

**Confined Spaces** None

**Please check one or more of the following locations where this job would work** Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.

**How much noise is typical for the work environment of this job? Check the appropriate level below.** Moderate noise (examples: business office with computers and printers, light traffic)

#### Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

## Position Documents

No documents have been attached.