

## **STUDENT SERVICES COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional position responsible for the coordination of the Community Volunteer and work Service Program. which encourages secondary school students to utilize their free time in the provision of school and community service. The incumbent acts as a liaison between the school and community in coordinating requests for service with student placement. The work involves acquiring knowledge of pupil capabilities and interests for appropriate assignments to learning or teaching experiences which enhance their own interest and talents, while providing assistance and work services to other students, teachers and community organizations. General supervision is received from a school administrator. Supervision is exercised over high school students involved in volunteer and work programs.

### **TYPICAL WORK ACTIVITIES:**

1. Coordinates a Community Volunteer Services Program and/or work program in accordance with prescribed criteria and guidelines;
2. Interviews students for the purpose of placing prospective volunteers or workers according to interests, skills and availability;
3. Explains programs to prospective school, community and student participants;
4. Explains requirements regarding student evaluation forms;
5. Assists students with the application process;
6. Maintains records of student service hours and evaluation forms;
7. Makes placements according to student interests and abilities;
8. Determines status of each student participant based on objective self-evaluations and teacher/sponsor evaluations;
9. Determines student eligibility for continuation in programs using criteria such as academic standing and demonstrated responsibility, counseling those who fail to meet such criteria;
10. Works with teachers to coordinate student work experiences and interrelating courses with outside supervision;
11. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of school programs and activities; good knowledge of interviewing and placement techniques as they apply to the placement of students in school and community programs; good knowledge of a variety of career fields; good knowledge of the principles and techniques of effective public relations; ability to plan, organize and staff a student volunteer and work program; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with student volunteers, administrators and professional staff, and community agencies; ability to maintain records and prepare reports; physical condition commensurate with the demands of the position.

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### **MINIMUM QUALIFICATIONS:**

- EITHER: (A) A Bachelor's degree and one (1) year of full-time paid work experience in planning, organizing and/or directing group activities;
- OR: (B) An Associate's degree and three (3) years of the work experience described in (A) above;
- OR: (C) Graduation from high school or high school equivalency and five (5) years of the work experience described in (A);
- OR: (D) An equivalent combination of the training and experience described in (A), (B) and (C) above.

AR0217

ADOPTED: 06/15/87

REVISED: 09/08/92