

POSITION DESCRIPTION

NORTHFIELD PUBLIC SCHOOLS

September 2007

SECTION I: GENERAL INFORMATION

Position Title: Mentoring Grant Coordinator	Department: Community Services
Immediate Supervisor's Position Title: Director of Community Services	FLSA Status: Exempt
Band/Grade/Subgrade: D-6-1	Bargaining Unit: Community Services Coordinators
<p>Job Summary: Under the general direction of the Director of Community Education (Grant Project Director), the Grant Coordinator is responsible for the leading, coordinating, and implementing the US Department of Education Mentoring Grant. The Coordinator oversees the management of the grant including student enrollment process, volunteer recruitment process and the match process; supervises staff; approves matches; oversees the budget; coordinates training, group activities, and Connected Kids Nights Out; coordinates with partner agencies and the Mentoring Coalition, and the Project Evaluator; and completes all grant requirements and reports.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Provides leadership in the implementation of the grant work plan.
Percent of Time:	30%	
<p>Tasks involved in fulfilling above duty/responsibility:</p> <ul style="list-style-type: none"> • Monitors, assigns, and coordinates staff and volunteer activities and functions • Coordinates grant work plan with the collaborating agencies involved and with the regular school day student support teams and classroom teachers. • Recruits volunteers in cooperation with the Mentoring Coalition • Develop procedures and practices for implementation of the work plan. • Supervises staff. 		
Duty/Responsibility No:	2	Statement of duty/responsibility: Manage the grant including oversight of the budget and meeting all federal grant compliance requirements including reporting.
Percent of Time:	20 %	
<p>Tasks involved in fulfilling above duty/responsibility:</p> <ul style="list-style-type: none"> • Ensure that all Connected Kids building sites are in compliance with the Work Plan and with all federal requirements. • Review monthly budget reports to ensure appropriate rate of spending down of grant funds • Submit required federal reports. 		

Duty/Responsibility No:	3	Statement of duty/responsibility: Manages match process
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

- Screen, interview, train and match qualified volunteers.
- Interview potential student enrollees and their parents.
- Obtain all required consents.
- Conduct all background checks and reference checks.
- Monitor, support and supervise matches and those in the process of being matched.

Duty/Responsibility No:	4	Statement of duty/responsibility: Approve all events and activities related to the work plan including trainings, Connected Kids Nights Out and mentor/mentee field trips as planned and coordinated by the Northfield Mentoring Coalition.
Percent of Time:	15%	

Tasks involved in fulfilling above duty/responsibility:

- Review plans and approve monthly Connected Kids Nights Out for mentors, mentees and their families.
- Review plans and approve periodic field trips for mentors and mentees.
- Review plans and approve staff and volunteer trainings.

Duty/Responsibility No:	5	Statement of duty/responsibility: Promote the Connected Kids project within the school district and the community.
Percent of Time:	10 %	

Tasks involved in fulfilling above duty/responsibility:

- Make presentations at public school and St. Dominic School staff meetings, and at School Board meetings.
- Make presentations at community groups' meetings such as Lions and Rotary Clubs.
- Work with the local and regional media to obtain news coverage.

Duty/Responsibility No:	6	Statement of duty/responsibility: Perform other comparable duties of a like or similar nature as assigned.
Percent of Time:		

Tasks involved in fulfilling above duty/responsibility:

- Attend training sessions, district and departmental meetings as required.
- Make recommendations to the Grant Project Director (Director of Community Education) concerning changes to the program.
- Keep abreast of changing developments in mentoring.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
less than high school diploma		Bachelor's Degree	
High school diploma or GED.		Major field of study or degree emphasis: Education, social work or other related field.	
1 year college		2 years college	
3 years college	x	4 years college	
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of effective mentoring practices • Knowledge of working effectively with volunteers • Knowledge of supervisory fundamentals, principles and trends • Fundamentals of public relations theories and techniques in promoting, advertising, and/or informing the public of programs, events and opportunities. • Basic knowledge of the use of computers and related software applications and general business equipment. 	
2nd year graduate level			
Doctorate level			
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of one year directly related work experience working with volunteers.			
Required Supervisory Experience:			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring:	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Assigning work and supervising staff. • Planning, evaluating, implementing, coordinating and arranging for program activities, events, and training. • Applying public relations theories and techniques in promoting, advertising, and informing the community. • Applying bookkeeping and administrative functions required in monitoring budgets, purchasing materials, and documenting program functions, activities, participation, expenses and the like. • Applying judgment and discretion in handling problems and issues in accordance with the policies and procedures of the District and department. • Using computer and related software applications and general office equipment, e.g. copiers, facsimiles and phone. • Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information,
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	<p>Speak before groups and make presentations, to receive work direction and to market programs, address, negotiate or resolve issues/conflicts appropriately.</p>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS	
Titles of Positions Directly Supervised	# of Employees
5 Academic Specialists (LINKS) and 1 Mentoring Specialist	6
TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised: Mentors	Total: Up to 125

<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i></p>	<p>Duties are generally performed in a typical school setting where there are minimal environmental hazards and risks associated with performing the requirements of the work. Duties of the job may involve some disagreeable human contact or interactions.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds		X		
up to 25 pounds				
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
	X			

more than 100 pounds				
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
 Exerting up to 10 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Signature – Department Head	Date
Signature – Human Resources	Date

Classification History:

Prepared by: BCC, LLC (RWB) 9/03.
 Revisions made 4/4 by BCC.