



## Student Services Coordinator PT Job Description

<b>Job Title:</b> Student Services Coordinator	<b>Status:</b> Part -Time
<b>Reports To:</b> Director of Community Engagement	<b>Job Classification:</b> Non- Exempt

### Primary Function

Chester County Futures (Futures) is a free post-secondary success program for students interested in pursuing their goals after high school graduation. The Passport program provides students with academic tools, life skills, and access to resources that allow them to best define the trajectory of their future.

The Student Services Coordinator (SSC) is the primary point of contact for students enrolled in Futures' *Passport* program, leading weekly after school meetings, coordinating classroom presenters, delivering the CCF curriculum, and facilitating experiential learning during field trips to host sites around Chester County. The SSC is a liaison between CCF, community resources and the school districts served to support and fulfill the programmatic goals of Futures' programs. As an organization, we will focus on addressing the most critical needs of our community and promote diversity and inclusion for all. Staff at CCF will promote a safe exchange of ideas, beliefs and perspective to all staff, students, and members of the community.

### Principal Duties and Responsibilities

- Organizes and facilitates after school *Passport* program and supports the students utilizing guest presenters or otherwise preparing and delivering lessons aligned with program objectives.
- Coordinates all aspects of assigned program(s) including scheduling meetings, receiving approval from designated school personnel for the use of rooms, communicating with students and preparing program materials and delivering content.
- Cultivates positive student relationships and learning.
- Communicates with guidance counselors to assist students with academic support and obtains information pertaining to students, such as report cards and class schedules.
- Provides students with direction in accessing academic resources.
- Maintains contact with, and provides updates to, assigned mentors to student.
- Assist with coordinating volunteer service opportunities for students.
- Participates in college and corporate visits.
- Models' professionalism.
- Instills a desire for academic excellence and the importance of post-secondary/workforce readiness.
- Maintains and enters data regarding student demographics and program outcomes.
- Prepares student reports for funding and grant reporting purposes.
- Partners with the Futures' development department on special events, the College and Career Expo and other events.
- Assist in program recruitment some nights and weekends for recruitment events.
- Performs other duties as assigned by the Director of Community Engagement.

## **Physical and Sensory Requirements**

- Ability to move freely throughout a school building and office environment.
- Ability to sit, stand and/or walk for extended periods of time.
- Ability to sit on a bus for up to two hours.
- May be required to lift and carry maximum of 30 pounds.

## **Education and Experience Requirements**

- Bachelor's Degree, or currently in college with 24 credit hours. Obtain or are pursuing a Human Services or Education degree.
- Previous experience working with youth, ideally including the development and delivery of life skills or academic programs.
- Experience in counseling and/or working in, or with, underserved communities desired.
- Proficiency in all MS Office programs with an ability to learn an Efforts to Outcome (ETO) database and web based educational tools.
- Strong organizational and leadership skills with an attention to detail.
- Excellent written and oral communication skills with an aptitude for active listening.
- Ability to use good judgment and a strong sense of integrity.
- Willingness and ability to work in a dynamic, collaborative, professional office environment as well as autonomously from a satellite school office as assigned.
- Strong desire to be an advocate for, and work with, underserved students.
- Fluency in Spanish desired.

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Please submit Cover Letter, Resume and three References to Mary Williams [mwilliams@ccfutures.org](mailto:mwilliams@ccfutures.org)

Application Closes: