

Job Description

Title: Coordinator of Grants, Community Service, and Mentoring – 12 Month

Reports to: Associate Superintendent of Educational Services

General Summary: This position is responsible for coordinating and identifying grants as well as coordinating service learning, community service opportunities, and the TeamMates mentoring program. This position is a full-time non-certificated salaried position.

Essential Functions:

1. Researches, identifies, and communicates with staff members on available grants which could have value to buildings and to the district. (10%)
2. Collaborates with staff to write grant proposals. (10%)
3. Monitors approved grants and budgetary expenditures and prepares appropriate reports. (5%)
4. Assists the Millard Public Schools Foundation by administering and monitoring Site Plan and the Study Center Allocations. (5%)
5. Compiles required End of Year reports including the Millard Public Schools Foundation Site Plan and Study Center Allocation Report, the Millard Public School Volunteer Report, the Millard Public Schools Grant Report, and other reports as may be requested. (5%)
6. Assists with the district-wide high school program of service learning by developing and maintaining community organization relationships; updating and providing handbooks; researching potential service opportunities; notifying teachers of upcoming service opportunities; and serving as a resource to teachers, students and parents. (15%)
7. Coordinates the application process and approves applications for volunteers in Millard Public School buildings during the instructional day. (5%)
8. Represents the School District to the TeamMates Mentoring Program. (5%)
9. Collaborates with Millard TeamMates Chapter Board by assisting with Board agendas, attending Board meetings, assisting the Board in meeting Chapter goals, and coordinates the TeamMates of Millard Scholarships. (10%)
10. Coordinates Mentee and Mentor Matching Process and provides mentor/mentee support. (15%)
11. Ensures accurate and updated records in the TeamMates data system and provides accurate data to district and regional office about the program. (10%)
12. Participates in meetings as requested, reacts to change productively, and performs other duties as assigned. (5%)

Extended Days Contract: 210 days
Length of Contract: 12 Month

Qualifications:

1. Education Level: Bachelor’s degree in business, education, public administration, youth services, human development or related field.
2. Certification or Licensure: None
3. Experience desired: Previous experience in mentoring programs or education. Experience working with youth and volunteers. Background or experience in fundraising, grant writing, and resource development preferred.

A minimum of two years experience working in the public sector.
Demonstrated success in working with the community-based organizations.
4. Other requirements:
 - * Strong written and oral communication skills.
 - * Excellent computer skills including experience with MS Office tools, E-mail, Google applications and the Internet while having the initiative to learn other programs.
 - * Ability to establish and maintain cooperative working relationships with staff, parents, students, and community members.

Special Requirements:	Occasional 1-32%	Frequently 33-66%	Constant 67% +
1. Standing	x		
2. Walking		x	
3. Sitting		x	
4. Lifting 20 lb maximum	x		
5. Carrying 50 feet	x		
6. Pushing/pulling 20 lbs of force	x		
7. Climbing/Balancing	x		
8. Stooping/Kneeling/Crouching/Crawling	x		
9. Reaching/Handling	x		
10. Speaking/Hearing			x
11. Seeing/Depth Perception/Color			x

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and Superintendent.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____