

Position Announcement

Organization: Communities In Schools of the Midlands
Position: *DJJ Site Coordinator*
Status: Part-time (15 hrs/week); Grant-funded
Announcement Period: **December 29, 2009 – January 8, 2010**
Employment dates: February 1, 2010 – September 30, 2010

*To apply,
please submit an **ELECTRONIC** resume and cover letter to bdehart@cism.org.*

COMMUNITIES IN SCHOOLS OF THE MIDLANDS

DJJ Site Coordinator Job Description

1. The Communities In Schools of the Midlands DJJ Site Coordinator will seek outside grants and contributions to support the ongoing work of the Site Coordinator and the programs that are in place to ensure that the students in the CIS of the Midlands DJJ program will have an exceptional educational experience. Ultimately, the Site Coordinator will be responsible for securing stable funding to support the Site Coordinator position.
2. The Site Coordinator will work with the CIS of the Midlands DJJ Program Director to evaluate the national CIS Total Quality System (TQS) standards, relate those to the programs already in place at the DJJ program, and implement changes as needed to bring the CIS of the Midlands program at DJJ in line with the TQS standards.
3. The DJJ Site Coordinator will serve as a caring adult volunteer with the students at the CIS of the Midlands program at DJJ. This means s/he will spend time with the students on a regular basis, serve as a low level mentor, and report any issues of concern to staff.
4. The Site Coordinator will also recruit and train community volunteers who would come into the school during the students' down time and spend quality, one-on-one time with the students there. S/he will track their time and serve as the primary contact should a volunteer need to reschedule his/her visit.
5. The DJJ Site Coordinator will ensure that any volunteer who comes to the DJJ program via CIS of the Midlands recruitment efforts is properly trained and screened. S/he will also ensure that these volunteers proceed through the DJJ volunteer orientation and any other screenings required by the DJJ system.
6. The DJJ Site Coordinator will serve to engage the community to provide healthy incentives to the students at DJJ to help celebrate their accomplishments. This will include celebrating the H2000 and H500 events, birthday celebrations, snacks for ongoing reinforcement, as well as other episodic events. The Site Coordinator will find local donors who will contribute food and other incentives to support the celebration of the students' accomplishments. Once the incentives are committed, the Site Coordinator will pick them up and make sure they are delivered to the school in time for set up for each of the events. The Site Coordinator will also monitor the food/snacks/incentives that are on hand, and ensure that those are replenished as needed. The Site Coordinator will work to establish stable streams of incentive support from the community, creating an annual calendar with community partners identified to meet the incentive needs throughout the year.

7. The Communities In Schools of the Midlands DJJ Site Coordinator will seek out professional speakers from the community who could present to the students at the DJJ school on topics related to their fields of expertise. Those could include information on particular career paths, life skills, character education, or skill development. The Site Coordinator will work with the staff to schedule those presentations at a convenient time, and will serve as the primary contact for the guest presenter.

QUALIFICATIONS

The ideal candidate for this position will hold a Bachelor's degree in Human Services or a related field; have some knowledge of grant writing; possess a strong knowledge of the Columbia community and be able to access the resources therein; have the ability to communicate professionally orally and in written communication; be a strong negotiator; be competent in using the Microsoft Office suite, especially Word and Excel; and have a caring heart.

COMPENSATION & TIME OF PERFORMANCE

The above named services will be provided during a minimum of fifteen hours per week. The contractor will maintain a time sheet documenting actual hours worked along with activities performed. The contractor will be paid \$1,000.00 per month, paid in two installments of \$500.00 twice a month by Communities In Schools of the Midlands.