



STUDENT SERVICES COORDINATOR

Full Time / Exempt

Reports to Program Director

Revised: 1/2018

Case Management & Support Services

- Keep up-to-date student case notes for staff use
- Help students acquire external services as needed; provide follow-up
- Develop and maintain partnerships from external service providers & other resources
- Make daily and quarterly follow-up calls
- Assist in process of compiling and verifying student time sheets for various funding streams and training/service hours
- Participate in process to submit requests for student monetary compensation (bonuses, payroll, stipends, etc.)
- Coordinate and assist with student enrollment and intake
- Coordinate or assist Case Coordinator in coordination of resources regarding substance use and abuse including but not limited to Substance Education classes, SBIRT grant, and Wellness grant requirements
- Maintain student binders and files to ensure all documentation is accurate and audit ready at all times

Counseling & Wellness Services

- Assist students in achieving goals within the scope of student services duties
- Advocate for students by representing their best interests at all times

AmeriCorps Coordination & Community Service

- Coordinate enrollment, evaluations, service logs, and exit of Minimum Time and Quarter Time AmeriCorps members
- Recruit, orient and provide training to mentors for the Mentoring Program
- Plan and lead service events including AmeriCorps, national, and local service days
- Develop partnerships to generate community involvement for students
- Maintain AmeriCorps service boards

Promote Atmosphere of Support & Success

- Enhance student meetings with activities and videos to promote success and skills
- Create and maintain student handbook
- Maintain boards, posters, and announcements related to student achievement
- Serve as staff sponsor of YBLC Youth Policy Council
- Assist in the coordination student luncheon events

Recruiting

- Participate and provide support to the recruiting team: community outreach, intake, informational sessions, follow-up, etc.
- Assist students in obtaining documents needed for eligibility
- Lead and conduct prospective student informational sessions
- Proactively help applicants find resources (e.g. healthcare, child care, legal representation)

Other Responsibilities

- Adhere to the highest standards concerning student confidentiality and individual respect
- Collaborate with all staff to achieve or exceed program goals and outcomes
- General administrative tasks including filing, printing, faxing, data entry, etc.
- Valid state driver's license and good driving record
- Transport students for training and events as needed
- Represent YBLC in a professional manner at all times
- Serve as a member of the YBLC staff team by sharing ideas and concerns regarding member success and program quality
- Work in harmony with all YBLC staff, volunteers, contractors, and community partners
- Attend staff training and meetings
- Support agency as needed: donor events, mentoring students, Service Events, Mental Toughness, etc.
- Perform other duties as assigned