

Warren Wilson College

POSITION TITLE: Service Learning Youth Programs Specialist
(Full-time, 12-month position)

DEPARTMENT: Service-Learning

REPORTS TO: Interim Dean of Service-Learning

POSITION SUMMARY:

The Youth Programs Specialist, in collaboration with the Service Learning Director and the Service Learning Program Coordinator, plans and implements the Service Learning Program, including the Bonner Scholars Program. The Youth Programs Specialist coordinate all program components which encompass tutoring mentoring and other activities involving children and youth in the Asheville and Buncombe County area.

SPECIFIC RESPONSIBILITIES:

1. Trains, mentors, and supervises student work crew and other students engaged in tutoring and mentoring at-risk and minority youth in the Asheville City and Buncombe County School systems.
2. Assists Service Learning Program Coordinator in meeting Bonner and AmeriCorps reporting requirements.
3. Plans and supervises team-building events and activities for the Service Learning work crew, such as ropes course, camping, new games, and recreational activities and service projects.
4. Participates as staff leader in one or more Service Break Trips each year and weekend Service Trips.
5. Acts as liaison with schools and non-profit organizations in tutoring/mentoring program.
6. Manages Janirve and Bonner budgets within guidelines set by program director.
7. Organizes components of the Bonner Scholars Tutoring/Mentoring Program, in collaboration with Service Learning staff, such as orientation, workshops, record-keeping, reflection, recruitment of new tutors and mentors, and evaluation of tutoring and mentoring skills development.
8. Works with other Service Learning staff in planning and implementing regional meetings and service projects with other Bonner Scholar Colleges.
9. Supervises and develops leadership capacities of Work Program Student Crew Supervisor.
10. Assists in coordination of (New Student) Service Day, and on-campus Service program events.
11. Coordinates and monitors all service placements of Service Learning and Bonner tutor/mentor placements.

12. Monitors all student travel budget line items and documentations, including Motorpool record-keeping. Keeps Service Learning Director apprised of shortfalls or problems.
13. Monitors academic standing and general deportment of all Bonner Scholars under her/her supervision and advises director of special circumstances.
14. Attends Service Learning and Bonner Scholars Program meetings as needed.
15. Meets weekly with Service Learning Director and Program Coordinator for collaborative planning, information sharing, and problem solving. Brings any all sharing, and problem solving. Brings any and all questions and concerns regarding staff roles, student rules, graduation service requirements, budget administration, and decision-making protocols to these weekly meetings.
16. Performs other duties as requested.

WORKING CONDITIONS:

Office environment

Some travel

QUALIFICATIONS:

1. Prior work experience with college students is very helpful.
2. Experience with diverse populations of children including minority and at-risk youth, is necessary.
3. Flexibility, good communication, conflict-resolution, problem solving skills, and basic computer skills essential.
4. Outdoor Recreation and leadership skills are very helpful in this position.
5. Bachelor's degree required.