

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROGRAM COORDINATOR – FOSTER YOUTH SUPPORT PROGRAM

L219.100

BASIC FUNCTION: Under the direction of an administrator, coordinates and administers the campus foster youth support program. Develops and coordinates activities related to the Northern California Foster Youth Higher Education Pathways Network project. Collaborates with partner colleges in the Network to leverage resources, provide participant networking opportunities and ensure a successful transition for students transferring to a university. Develops and facilitates trainings, activities and events that support the objectives of the project. Monitors participant outcomes. Collaborates with campus and community partners to develop resources that support the higher education outcomes of current and former foster youth. Performs other functions as assigned.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Provides an ongoing program of activities to promote student contact, involvement, achievement and satisfaction to increase retention, support academic progress and develop community among current and former foster youth.
2. Meets regularly with students, supporting their academic progress and social well-being; provides intervention strategies and referrals to appropriate resources, as needed.
- *3. Collaborates with Network partners and outside evaluators to develop and maintain methods for monitoring participation and supporting academic progress of program participants that aligns with requirements of the project.
- *4. Develops and coordinates project mentor program, including the recruitment and orientation of mentors.
- *5. Acts as liaison between program participants and District faculty and staff
- *6. Coordinates and participates in program participant visits to Network partner college campuses.
- *7. Coordinates leadership and community engagement activities for currently enrolled foster youth.
- *8. Conducts outreach activities to foster youth at local high schools and builds collaborations with high school counselors.
- *9. Works with the Director of Research and Grant Development on potential funding opportunities.
- *10. Develops and maintains a current and ongoing list of resources, on and off campus, to assist current and former foster youth access appropriate and/or needed resources, to include, but not limited to, housing, transportation options, the Burton Fund and Backpacks to Success, etc.
- *11. Interprets and applies current, detailed knowledge of program-specific laws and regulations, grant and program guidelines and District policies and procedures to meet requirements for the program.
- *12. Develops, implements and maintains methods of fiscal control over assigned budgets, including monitoring and controlling expenditures; prepares and submits required fiscal and accounting records.
- *13. Implements outreach efforts to increase attendance, including coordinating communications and the development and distribution of brochures, flyers, announcements and other materials.
- *14. Recruits, interviews, selects, trains and assigns work to interns and/or student advocates.
- *15. Ensures that data collection and tracking is occurring as required by grant agreement.
- *16. Performs advanced-level document production including complex formatting of documents, creating charts and spreadsheets and establishes and maintains databases and a project web site.
17. Conducts program evaluation with the assistance of a hired consultant and writes annual reports for donors and granting agencies.
18. Participates and attends required meetings, conferences and trainings which are appropriately related to the program.
19. Serves as a resource to others for data, research, special projects and other information pertaining to the Network project.
20. May serve on a variety of community task force and advisory committees.
21. May serve on a variety of District committees as requested.
22. May perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- **EDUCATION/EXPERIENCE:**
 - Bachelor's Degree in a Social Services area or a related field (e.g., Health and Human Services, Criminal Justice, Social Work, Counseling, Psychology); **AND**
 - One (1) year of experience working with youth (up to age 21) from under-represented groups.

● CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Hold and maintain a valid driver's license throughout duration of employment with the District.
- Some travel may be required.

DESIRED QUALIFICATIONS:

- Experience working with transition aged (16-21) foster youth.
- Experience working in an educational setting.
- Experience working with social services agencies and collaborating with educational partners.
- Experience assisting under-represented groups in accessing resources, i.e., food stamps, MediCal, student financial aid, etc.
- Experience managing a program budget.

KNOWLEDGE, SKILLS AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of: District policies, rules and procedures; Federal, state and local laws, regulations and court decisions applicable to programs and areas of responsibility, including grant-funding regulations; student financial aid application process and regulations; modern office practices and equipment, including computers and a variety of software programs; preparation and administration of budgets; individual interview and case management techniques and practices; organizational development and administration; training models, principles, theories, methods and techniques for successfully providing services to program participant population; statistics and research methodologies; principles, objectives and practices related to public education operations, programs and services; data collection and reporting; staff and program management;

Ability to: apply District policies, procedures and regulations and the policies, procedures and regulations applicable to your area of responsibility, including grant regulations and guidelines; independently perform a variety of administrative duties; comply with stringent confidentiality requirements; conduct effective trainings, workshops and conferences; work effectively with the community, state and local agencies; read and write English at a level appropriate for this position; effectively and fluently utilize computers and a variety of hardware and software programs to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets; develop and maintain effective record keeping systems; analyze data, research problems and prepare clear, concise reports and recommendations; make sound, educated decisions; work independently; plan, organize and direct the work of others; establish and maintain cooperative working relationships with those contacted in the course of work; work effectively with diverse populations; exercise tact and diplomacy in dealing with sensitive and complex issues and situations; make required mathematical calculations accurately; maintain records accurately and with a high level of confidentiality; remain calm and cooperative in confrontational situations; perform duties in a timely manner despite interruptions; meet established deadlines, and utilize Keyboarding skills commensurate with the required functions for this position.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides work direction and supervision to student and short-term employees and/or other departmental staff as needed and/or required.

PHYSICAL EFFORT:

Normal office environment associated with student and community contact, occasional walk-in crisis interventions.

CONTACTS:

Faculty, staff, administrators, students and the general public.

WORKING CONDITIONS:

Normal office environment with extensive student contact.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS.

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.
