

United Way of Douglas & Pope Counties JOB DESCRIPTION

<p><u>Job Title:</u> CREW Coordinator - Community School Program</p> <p><u>Accountability:</u> Executive Director</p> <p><u>Status:</u> Part-Time Temporary</p>	<p><u>Department/Location:</u> United Way Main Office / Woodland School Site</p> <p><u>Date:</u> September, 2024</p> <p><u>Hours:</u> 12-15 Hours per week (October–May/June)</p>
--	--

JOB SUMMARY: The United Way CREW Coordinator is responsible for the facilitation, implementation, integration, coordination, and connectivity of the community school strategy at the school. In addition to United Way and the School Site Supervisor, this position partners with community organizations to give referrals to service providers and is responsive to the needs of students and their families by coordinating non-academic components. The CREW Coordinator is a position created to elevate the voices of teachers, school staff, parents, community members, and students to design and implement services at the school that meet the needs of students, their families, and the community. Confidentiality of data must be maintained at all times.

MAJOR AREAS OF ACCOUNTABILITY:

<p><u>Community School Program:</u></p> <ol style="list-style-type: none"> A. Develop and maintain structures and processes to create connections between students and families with community resources. B. Communication with all members of the community including parents, caregivers, community partners, school staff, grantors, and funding sources. C. Provide support, coordinate services, and refer students and families in response to their individual needs. D. Partner with United Way and school staff to elevate parent, student, and community voice to provide comprehensive services. E. Coordinate with partners to offer onsite clinics and supportive services for students and their families. F. Collaborate with partners to coordinate afterschool programming or schedule meetings and learning opportunities for students and their families. G. Plan and implement activities to connect families with services such as food distribution, healthcare resources, early childhood information, and school transition events. H. Develop positive professional rapport with school principal and administrators, teachers and staff, families, community members and partner organizations. I. Participate in applicable United Way and school structures and effectively contribute to the coordination of existing and new support resources.
<p><u>Written and Verbal Communications:</u></p> <ol style="list-style-type: none"> A. Strong customer service and professionalism. Ability to communicate with diverse individuals. B. Writing and typing correspondence, meeting minutes, thank you cards and other similar tasks. C. Understand and promote United Way’s Mission, Vision and Values in the community. Speak publicly in a positive and engaging manner on behalf of the UW campaign, programs and events, as well as all other aspects of UWDP and the participating school.
<p><u>Administrative Duties:</u></p> <ol style="list-style-type: none"> A. Schedule, attend and prepare paperwork for meetings. B. Maintain accurate and up to date calendar activities (including programs, events, etc.) C. Maintain compliance with United Way and school procedures, policies, and guidelines. D. Collect and generate all necessary reports required by the school and United Way. E. Work collaboratively with staff, agencies, and individuals to assure positive relationships. F. Make outgoing calls as needed to support programs events and other United Way initiatives. G. Efficient completion of daily office activities in support of United Way and school projects or initiatives. H. Attend events, meetings, in-services, and workshops that are relevant or assigned by the Executive Director. I. Ability to meet the work schedule requirements with flexibility dependent on current organizational needs. J. Attend school and United Way trainings, conferences, and ongoing professional development.
<p>Perform all related work as assigned.</p>

CRITICAL SKILLS/EXPERTISE:

Physical Involvement:

- Position involves occasional fingering keys for word processing.
- Position involves frequent lifting of 10-25 pounds.
- Position involves occasional lifting up to 50 pounds.
- Position requires regular periods of sitting at a computer.
- Position involves listening, speaking clearly and visual acuity.

Mental Involvement:

- Position requires multi-tasking while dealing with constant interruptions.
- Position requires working collaboratively with staff to meet the goals of the United Way of Douglas & Pope Counties.
- Position requires exercising confidentiality in handling client information.
- Position requires foreseeing and planning for upcoming scheduled events and deadlines in a timely manner.
- Position requires working with individuals who have varying levels of abilities and skills.

Working Conditions:

- Normal office conditions.
- Travel to events, community locations and/or offsite meetings.
- Site work in locations determined based on United Way and school initiatives.

Supervision of Other Employees:

- N/A

MINIMUM QUALIFICATIONS:

Education:

- High School diploma or equivalent required.
- Associates or Bachelor's degree or equivalent experience preferred.

Experience:

- Previous experience in human services preferred.
- Previous experience in a school setting preferred.

Special Knowledge or Skills:

- Proficiency in technology.
- Excellent interpersonal skills.
- Ability to work independently.
- Ability to complete paperwork, budgeting, and other office tasks in a timely manner.
- Ability to make decisions and act within United Way policies, procedures, and guidelines.

Equipment, Machines, Tools, Electronic Devices, Software:

- Computer literacy in Microsoft Office and Google Applications
- Operate computer, printer, photocopy machine.
- Proficient in various software applications.
- Proficient in phone system

JOB OUTCOMES:

- Projects a positive, cooperative and respectful attitude with community members, staff and all individuals associated with United Way campaign, events, programs, or any other aspect of the United Way.
- Maintains a positive, professional and safe environment at all times.
- Promotes United Way through community networking and program efforts.
- Successfully provides support to meet the expectations and goals of the United Way of Douglas & Pope Counties.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.