**Position Summary:**

COPE supports children who have sustained a significant loss in their lives. The program helps normalize feeling, provide support, build friendships and help students develop coping skills to handle the changes and stress in their lives. COPE offers a critical support system that serves to prevent more serious problems. Site managers are responsible for the management and coordination of a Community Outreach (CO) program or project at a designated site. Specific tasks and obligations for each site vary depending on the site; however, the following responsibilities are required of all site managers.

**Major Duties and Responsibilities**

**Assist the program director with:**

**A. Program Management and Development**
- Review mission statement and revise as needed
- Develop appropriate goals
- Contact and meet accordingly with site supervisor
- Serve as a liaison between participants and site supervisor
- Organize mentoring activities when necessary; create appropriate materials, engage mentors and mentees in service delivery, and access external resources as needed
- Communicate regularly with the student program director, and MYS professional staff

**B. Volunteer Management**
- Recruit, screen, train and support volunteer and work study participants
- Prepare participants through orientation and training workshops to achieve program’s objectives; organize meetings, develop training materials, and facilitate activities
- Provide ongoing monitoring and supervision of participants at your designated site
- Assist with developing and supporting the big/little relationships including addressing conflicts at the site as they occur and academics
- Communicate regularly with participants regarding scheduling, transportation, activity planning, payroll, and other related program functions
- Recognize participants for their contributions
- Organize opportunities for participants to reflect on their experiences

**C. Administrative Tasks**
- Attend all related CO meetings, trainings, seminars, and workshops
- Maintain and update program roster, computerized attendance and program data reports
- Schedule and monitor transportation
- Represent CO at University classes, meetings, or events
- Perform other related duties and activities to support the program and the Office of Community Outreach, as needed
Additionally, the site manager is responsible for:

D. Project Teams
- Participate in a CO project team including: program management, professional development, or community building

E. Program Participation
- Site managers are expected to participate in their program on a regular schedule as decided with staff supervisor(s)
- 100% attendance at designated site

Qualifications

A. Minimum Qualifications:
- Strong interest in and commitment to community service
- At least one semester related experience with youth in a tutoring or mentoring capacity
- Ability to positively represent CO to the University and external community
- Excellent interpersonal, relationship, and partnership building skills
- Excellent oral and written communication abilities
- Strong organizational and administrative skills
- Demonstrated basic knowledge and skill in the use of personal computers and basic software programs such as Microsoft Office Word and Excel
- Ability to work independently, assess programmatic needs, and develop creative solutions
- Demonstrated competence working with demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
- Capacity to facilitate individual and group supervisory meetings including conflict resolution / problem solving
- Willingness to work irregular and flexible hours including evenings and weekends
- Student must not be on academic probation in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

B. Preferred Qualifications:
- One or more year experience within a mentoring program
- One semester or more of related experience in a leadership and/or supervisory position
- Personal vehicle to drive to and from service sites

Commitment
- Full spring semester commitment is required
- 5-8 hours per week; exact hours and schedule will fluctuate and are flexible to student’s academic schedule and programmatic needs
- Ability to maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (1.8 semester GPA or higher for 1-23 credits, or 2.0 semester GPA or higher for 24+ credits)
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