Job Posting No. SS-05-2013

Hiring Range - $15.00 to $17.00

AmeriCorps Program Coordinator

Part-time: 20 hours per week

RESPONSIBILITIES:
Responsible to work alongside the Assistant Dean to coordinate existing civic engagement programs, design and deliver new initiatives that further the office’s goals, and measure student and community impact. A few of the specific duties will include:

- Coordinate the AmeriCorps program for 16 upper-class students. Advise the students as they run after school tutoring and mentoring programs for Chester youth and additional service programs focused on supporting Chester senior citizens and increasing access to healthy foods. Develop and facilitate weekly leadership trainings and evaluate performance of the AmeriCorps members. Oversee all logistics and associated paperwork and support students and community partners as needed.
- Design and deliver leadership workshops and retreats to students participating in service-based programs (i.e. PSC/Bonner Leaders, AmeriCorps students, Leadership & Civic Engagement Living Learning Community, etc).

QUALIFICATIONS:
Required qualifications include a Bachelor’s degree; at least one year of experience working in civic engagement programs with young adults and exhibits excellent communication skills, organizational skills, interpersonal skills, and has the ability to juggle multiple tasks with ease and adapt to change.

Preference will be given to candidates who have an understanding of student development theory, leadership development theory, and best practices in designing and coordinating civic engagement programs; and/or has the ability to design curriculum, facilitate programs, evaluate events, assess student learning, and apply student development theory to practice.

Completed application packets must include an application, cover letter, resume and contact information for three professional references. Downloadable applications can be found on our website at http://www.widener.edu/about/widener_leadership/administrative/hr/careers.aspx under Support Staff Positions. Complete application packets can be mailed directly to Keith Wong in the Office of Human Resources at Widener University, One University Place, Chester, PA 19013 or emailed to kwong@widener.edu.

Widener is a metropolitan university that connects curricula to social issues through civic engagement. Dynamic teaching, active scholarship, personal attention, and experiential learning are key components of the Widener experience. The university’s robust diversity agenda embodies the values of access, inclusion, academic excellence, innovation, and leadership.

EOE M/F/V/D