

Green Mountain College

POSITION DESCRIPTION

Position Title: Community Service & Outreach Coordinator

Department: Sustainability

Reports To: Director of Sustainability

Hours: 18 hours weekly

EXPECTATION FOR ALL EMPLOYEES: Supports the institution's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, commitment to our diverse community, accountability, and ownership.

Basic Function: To create and sustain college-community partnerships that foster and promote GMC's commitment to sustainability through education and community involvement.

Job Duties and Responsibilities:

- Develop opportunities for students and other members of the Green Mountain College community to connect with Poultney and the surrounding region with an emphasis on community service activities.
- Support the planning, execution, and assessment of events promoting campus and community partnerships including Thanks 'n' Giving, Martin Luther King Day, and Earth Fair.
- Serve as primary coordinator for Poultney 2020 meetings, a town-wide effort to build the vibrancy and sustainability of the Town.
- Maintain communication and support Green Mountain College's relationships with community organizations and Poultney and regional officials. Periodically attend meetings as a Green Mountain College representative.
- Facilitate communications between the college and the town of Poultney. This may include supporting the execution of the Poultney and You website, producing communications to distributed to the community, provide periodic updates to the service-learning and outreach sections of the GMC Website and in the GMC Journal, and assist with maintenance of a town-wide calendar, fed by multiple organizations
- Work alongside the faculty service-learning director, facilitating connections between community needs and academic offerings
- Assist sustainability director with end-of-the-year Green Move Out, donating material to local, regional and/or national non-profit organizations.

- Report on community service and outreach activities a semi-annual basis including, but not limited to track volunteer service numbers for reporting to AASHE's STARS.
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Minimum Knowledge, Skills and Abilities Required:

- Strategic thinker with strong interpersonal and communication skills
- Ability to work as a team member and leader as well as ability to work independently
- Ability to build coalitions
- Ability to communicate effectively with diverse student, faculty and staff populations
- Demonstrated ability to manage and prioritize multiple tasks and to work with shifting priorities and schedules
- Good educator who is willing to share information and serve as a mentor
- Ability to devise and carry out data collection to demonstrate the failure/success of programs implemented

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employee will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.