

# **Urban Outreach Program Coordinator Job Description**

## **Reports to**

*UO Coordinator (Staff)*

## **Responsibilities**

- Monitor effectiveness of Your Team
  - meet once a month with all site leaders from your program
  - encourage, discuss problems & find solutions
  - ensure the site is working for our student volunteers
  - ensure our volunteers are meeting the needs of the site
  - visit and communicate with the sites as necessary
  - communicate regularly throughout the month with site leaders
  - be proactive in updating UO Coordinator of the status of your team
  
- Fulfill administrative tasks
  - check email daily and respond within 24 hours
  - work with site leaders to coordinate transportation for volunteers
  - track all budget spending, turn in receipts and reimbursement forms
  - monitor volunteer time sheets for each site
  
- Continuing education/Raise awareness on Team-Related issue
  - attend & help facilitate all program/site interest meetings
  - be informed about social conditions & problems facing the people you serve
  - spread knowledge of issue within North Park community (i.e. posters, announcements, information tables, random events, etc.)
  
- Site Leader for one site (see site leader job description)
  - serve as primary contact for the agency/site
  - learn needs of the site & description of volunteer activities
  - recruit, organize, schedule student volunteers for this site
  - assess how well this site is working for our student volunteers
  - assess how well our students are able to meet the needs of the site
  - volunteer at the site as able
  
- Participate in Urban Outreach Leadership Team (UMin Staff Coordinator & all Program Coordinators)
  - attend UO Leadership Team meeting twice a month
  - give regular updates on your program & volunteers
  - help to spread vision for overall UO program
  - collaborate with other UMin programs & staff as appropriate
  - support/encourage UO team members