

# Youth Pipeline and Dual Enrollment Coordinator

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## Personnel Requisition

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### Personnel Requisition

<b>Posting Number:</b>	201101279P
<b>Job Title:</b>	Youth Pipeline and Dual Enrollment Coordinator
<b>Location:</b>	Texas Township Campus
<b>Full-Time/Part-Time:</b>	Full Time
<b>Pay Rate:</b>	Minimum salary of \$42,611. Salary will be determined based on education and relevant years of experience beyond the minimum requirements.
<b>Position Type:</b>	Staff
<b>Department:</b>	Instruction and Student Services
<b>Job Summary:</b>	Are you an energetic individual who has a passion for working with youth and helping middle and high school students grow their awareness and access to higher education? Do you enjoy preparing fun and engaging interactive activities, and have leadership and project management skills? If this describes your talents and experience, then Kalamazoo Valley Community College may have the perfect role for you.

### About Us

Kalamazoo Valley Community College is a comprehensive, fully accredited, public, two-year college in Kalamazoo, MI. We offer associate degrees in more than 60 areas of study and 50 certificate programs. Kalamazoo Valley Community College creates innovative and equitable opportunities that empower all to learn, grow, and thrive.

### About the Opportunity

We are seeking a full-time **Youth Pipeline and Dual Enrollment Program Coordinator**. The individual in this position would oversee the day-to-day operations of our summer camps during the summer semester, and during the academic school year, would develop youth community pipelines in middle and high school settings.

### Characteristic Duties and Responsibilities

#### Summer months:

- Work hours expected generally are 7:30 a.m. – 5:00 p.m. with some variation based on camp schedule.
- Oversight of Youth Opportunities Unlimited youth counselors
- Planning and implementing the day-to-day camp activities
- Planning, purchasing and budgeting for summer camp expenses
- Interaction with parents and campers on a daily basis
- Contract with youth groups

#### Academic year, Fall and Winter semesters:

- Core business hours 8:00 a.m. – 5:00 p.m. with some variation and weekend work as needed
- Develop youth community pipelines in middle and high school settings
- Design activities for youth interactions, both academic credit and non-credit options
- Maintain contacts and database
- Assist Dean in data analysis

- Assist Dean in planning and implementation of activities for youth groups including Early Middle College, Dual Enrollment and external youth groups

**Skills and abilities required:**

- Enjoys working with children
- Enthusiastic and positive attitude
- Leadership skills
- Alert, proactive and ability to learn and enforce camp safety and operating rules
- Problem solving skills
- Organizational skills
- Excellent communication and mediation skills

**Minimum Qualifications:**

Appropriate education, training, experience, and talents are required. An example of this would be a bachelor's degree in education, recreation, or related field, and experience in camp, youth programs, recreation, or working with children.

**Preferred Qualifications and Experience:**

CPR and BLS certifications preferred.

**Physical Demands:**

Ability to set up and tear down tables, chairs and other camp equipment, lifting up to 25-30 lbs., long periods of sitting and standing, and extensive walking.

Ability to perform a variety of tasks outside in various climates.

**Work Hours:**

Must be flexible to work a variety of hours. Hours will vary depending on summer camp schedule and academic year semesters.

**Posting Date**

02/20/2024

**Closing Date:****Special Instructions to Applicants:**

Please apply online to <https://jobs.kvcc.edu/>

This position will remain open until filled, however, priority consideration will be given to applications received by March 18, 2024.

**EEO Statement**

As an employer, KVCC encourages, welcomes, and fosters differences because we believe that diversity makes us great. Diversity extends beyond race, religion, sexual orientation, gender identity, and disability, and encompasses people of all abilities, identities, circumstances, and characteristics. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we continue to enrich lives by teaching and serving our community with excellence. Prior to a job offer, candidates will be required to complete a criminal record background check. For some positions, a credit history investigation will also be required. Information gathered will be used for job-related purposes to the extent permitted by applicable law and will not result in an automatic disqualification from an employment opportunity.

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## Applicant Documents

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**Required Documents**

1. Resume
2. Cover Letter
3. Unofficial Transcripts
4. Letter of Recommendation
5. Letter of Recommendation 2

**Optional Documents**

None

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## Posting Specific Questions

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Required fields are indicated with an asterisk (\*).

1. \* Individuals who use tobacco products will not be hired into any full-time position at Kalamazoo Valley Community College. Do you use tobacco products?
  - Yes
  - No