



Jumpstart Student Involvement Coordinator Position Description

About Jumpstart

Jumpstart's mission is to work toward the day every child in America enters school prepared to succeed. To this end, Jumpstart trains and supports college students to serve as part-time Corps members, working individually with young children to build skills crucial to school success. Jumpstart focuses on three program areas: building **School Success** for young children by fostering their early language, literacy, social, and initiative skills; encouraging strong **Family Involvement** to help families support children's learning; and training college students to be **Future Teachers** and leaders in early childhood education. Jumpstart serves young children in more than 70 communities nationwide.

About the Position

The Student Involvement Coordinator works approximately 6-10 hours per week supporting the Jumpstart program at UM. The student involvement coordinator works with the site managers to ensure the program management runs smoothly. The student involvement coordinator handles a variety of tasks including assisting recruitment info sessions, organizing supplies, and inputting data.

Compensation is \$8.25/hour. This is a work-study only position.

Student Involvement Coordinator Responsibilities

Assist in Jumpstart Recruitment and Organization Activities.

- Update general Jumpstart materials including: display board, brochures, power point presentations, posters, and website.
- Lead Info Sessions for interested UM students

Provide support to build community among the Jumpstart Team Leaders and Corps Members.

- Assist with team building events such as Jumpstart Movie Night and Jumpstart Field Day.
- Plan and participate in various activities that help Corps members reach their goal of 300 hours.

Assist in the daily operations of the program

- Oversee the management of Jumpstart supplies.
- Support Site Managers in managing the Corps Member database and files as well as collecting and entering data (service records, time sheets, etc.).

Qualifications and Experience

Team Building

- Strong communication skills, including the ability to facilitate info sessions, interviews, and other meetings.
- Experience in a leadership role, preferably with college students.
- Enthusiastic and positive attitude.
- Ability to work with people (especially students) from diverse backgrounds.

Professionalism

- Ability to work independently and as part of a team.
- Availability, dependability, and willingness to be flexible.
- Dedication to Jumpstart's mission and program areas including student development, community service, and early childhood education
- Maturity and good judgment in relating to Jumpstart peers, partners, and families.
- Creative problem solving skills, demonstrated ability to balance a variety of duties, and attention to detail.
- Experience with PC operating systems and applications, including programs in the Microsoft Office Suite

Desired Qualifications

- Experience or willingness to learn website management
- Experience or willingness to learn database management.

Benefits

- Be a part of a large national non-profit program dedicated to serving young children.
- Excellent professional development opportunities.
- Opportunity for growth and the ability to incorporate interests into work.
- Work with friendly staff in a supportive, fun, team-oriented environment.

Jumpstart is an equal opportunity organization and encourages applications from all individuals without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, political affiliation, or status as a covered veteran in accordance with all applicable federal, state and local laws. Qualified individuals with disabilities are strongly encouraged to apply. Jumpstart will make reasonable accommodations for qualified individuals. Accommodation requests should be directed to the Jumpstart office to which you are applying. Jumpstart is a proud member of the AmeriCorps national service network. Please note that not all Jumpstart sites are directly supported by AmeriCorps. Please contact the site to which you are applying for more information.