

United Way of Racine County
Job Description: Community School Coordinator



Position: Community School Coordinator – Julian Thomas
Status: Full-time exempt position
Core Function: Responsible for implementing the day-to-day coordination of LIFT full-service community school services and programs
Reports to: Community Schools Director
Direct Reports: None

Primary responsibilities

Community Schools Coordinator is responsible for the daily planning, implementation, and management of a community school in Racine County, in partnership with school district staff, United Way-funded partners, community partners, families, students and community members.

Specific duties, including but not limited to:

- Manage daily operations of the community school partnership.
- Collect data including attendance, academic achievement, partner donations and other assessments in both school day and after school programs.
- Provide regular reports to Community Schools Director, using data management system as directed.
- Plan and direct efforts to involve youth, families, and community at the school. Introduce efforts to students, school staff, families and community.
- Gain school, family and community acceptance while building a sense of community and promoting community involvement.
- Prepare internal and external communication including presentations, reports and business correspondence. Advocate for the Community Schools as needed at various public events and effectively communicate the initiatives to a broad audience.
- Facilitate communication and relationship-building with community school leadership and stakeholders in an effort to promote our community schools strategy and educate all involved.
- Facilitate community school site activities and act as a liaison between building personnel and Community Schools Director, so that there is a means of communicating any issues that may arise.
- Facilitate parent, student, volunteer, and school staff led meetings and groups, both virtually and in-person.
- Attend training functions related to the position and share best practice information with staff.
- Create high-level programming and services in and out of the school site for families and community members.
- Serve as a member of the school leadership team and Community School Advisory committee with the Community Schools Director.
- Analyze and determine needs of students, families and community in and around the school to refer those in need to resources available to them as well as create solutions to overcome challenges.
- Act as point-of-contact for the Walking School Bus Coordinator to better assist them

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in the recruitment and maintenance of student referrals and volunteers for the program.

- Assist with volunteer recruitment and management by speaking on behalf of United Way of Racine County and the Community Schools at various events and maintaining detailed tracking of volunteers.
- Other duties as assigned.

Competencies

The position must model the competencies expected of all United Way staff:

- **Mission Focused.** Employee's top priority is to create real social change that leads to better lives and healthier communities. This drives employee performance and professional motivations.
- **Relationship Oriented.** Employee understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator.** Employee understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results Driven.** Employee is dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward.** Employee is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Values

The position must model and support the values of the organization:

- **Commitment to Community Success.** Make a positive difference and have a measurable impact of enduring consequence.
- **Leadership.** Provide strong leadership and act as a catalyst for promoting positive change in our community.
- **Inclusiveness.** Aspire to involve every segment of the community in every aspect of work.
- **Integrity and Accountability.** Act with integrity that justifies trust.
- **Innovation.** Value innovation in community building to affect positive change.

Behaviors

To perform the job successfully, an individual should demonstrate the following behaviors:

- **Attendance/punctuality.** Is consistently at work and on time; ensures work responsibilities are covered when absent; and arrives at meetings and appointments on time.
- **Relationship Building.** Strong relationship building skills and ability to work effectively with United Way donors, volunteers, agencies, and community representatives.
- **Communication.** Excellent verbal and written communication skills, with the ability effectively to communicate in a variety of ways to a diverse set of people at the community school and United Way of Racine County. Strong interpersonal communication skills.
- **Ethical.** A commitment to professional ethics and ability to handle sensitive and confidential information.
- **Team Work.** Ability to interact with internal clients.

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- Planning/Organizing. Good organizational skills with an ability to prioritize multiple tasks. Strong project management skills with the ability to maintain a well-documented budget.
- Flexibility. Ability to adjust to unexpected assignments, difficulties, and work deadlines.
- Personable and Professional – inspire through knowledge, demeanor and uncompromising integrity
- Analytical. Adept at in working with market research, campaign data, calculations, and situation assessment in current and potential markets
- Intelligent. Capacity to understand complex issues adding value in the ongoing development of the community impact agenda
- Genuine. Strong sense of emotional intelligence and calmness under stress.
- Quality. Demonstrates accuracy and thoroughness.
- Quantity. Meets productivity standards; completes work in timely manner. Works hard, works smart, works fast and gets results.
- Innovative. Is able to think “outside-of-the-box” in order to find creative solutions to small and large-scale challenges.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

- High School Diploma
- One to three years of demonstrated experience in the areas of project management and building relationships.
- Spanish language proficiency preferred.
- Experience with diverse, urban communities.
- Willingness to work varied hours including early mornings, evenings and weekends as needed.

Computer Skills

- Knowledge of basic computer hardware and software applications.
- Advanced use of software applications including email, Google suite tools, and Microsoft office.

Supervisory Responsibilities

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision and ability to adjust focus.

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While performing the duties of this job, the employee is frequently required to stand; walk (up to 1.5 miles at a time); sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear.

Benefits and Other Compensation

The community school coordinator salary is \$48,000 plus benefits. United Way offers excellent benefits that include health, and dental coverage, vacation and other paid time off, life insurance, retirement plan, and much more. United Way of Racine County is an Equal Opportunity Employer.

How to Apply

Submit a resume via email to Leigh Ann Martinez (lmartinez@unitedwayracine.org), subject line *Community School Coordinator*.

Members of historically marginalized communities including women, BIPOC individuals and people from the LGBTQIA+ community are encouraged to apply.