



## College Corps Program Manager

Management Salary Range: I0

Board Approved: 03/10/2022 P. 1|2

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the general direction of the Vice Chancellor of Educational and Student Support Services, the College Corps Program Manager plans, implements, and administers all aspects of the #CaliforniansForAll College Corps program for San Bernardino Valley College and Crafton Hills College. This position is categorically funded and contingent on funding.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Provides leadership and serves as a primary point of contact and liaison for the program with community groups, agencies, and district personnel.
2. Coordinates program implementation efforts with the colleges, community partners and other regional consortium members.
3. Oversees, manages, and coordinates the ongoing administration of the College Corp program at both colleges.
4. Works collaboratively with college leadership and various college departments and programs to carry out program initiatives.
5. Collaborates with the Student Services departments at each college to coordinate recruitment and outreach activities.
6. Collaborates with appropriate departments at each college to recruit and match students with volunteer opportunities at non-profit community-based organizations focused on K-12 student support, climate change, and food insecurity.
7. Evaluates and monitors processes and procedures to ensure compliance with program regulations.
8. Monitors, compiles, and analyzes data; develops and implements systems for data collection, participant tracking and reporting for all program activities.
9. Coordinates and participates in program marketing efforts.
10. Develops, monitors, and manages the program budget; maintains and reconciles records.
11. Develops, prepares and submits progress reports on grant activities and student community service efforts quarterly and as requested.
12. Plans, coordinates, schedules and manages workshops, seminars, conferences meetings and other program-related activities; manages the functions of the Educational Opportunity Help Desk Partnership.
13. Attends meetings, conferences, and participates on committees as required.
14. Stays up to date with program requirements and implementing changes as required.
15. Performs other related duties as required.

### **QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*



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### **Knowledge of:**

- Principles and practices of program development and administration.
- Applicable federal, state, regional, county, and local regulations.
- Methods and techniques of outreach and recruitment.
- Various software programs, and commonly used office equipment.
- Principles and practices of budget preparation and administration.

### **Ability to:**

- Prepare and present comprehensive oral and written reports.
- Accurately maintain statistical information for reporting purposes.
- Understand, interpret, and apply applicable policies and procedures.
- Effectively use a personal computer and a variety of job-related software applications.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively, both orally and in writing.

### **Education and Experience Guidelines:**

#### **Education/Training:**

A Bachelor's degree from an accredited college or university in education, business, project management, or a related field.

#### **Experience:**

Three years of full-time work experience in outreach, recruitment, and/or project management.

#### **License and Certification:**

Possession of a valid driver's license and ability to maintain insurability under the District's vehicle insurance policy.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

### **Environment:**

Work is performed primarily in a standard office setting with frequent travel from site to site. Evening and weekend work may be required.

### **Physical:**

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

### **Hearing:**

Hear in the normal audio range with or without correction.