

**Service Learning Project Coordinator
Full Time Position - January 2001**

Position Description: The project coordinator is charged with implementing the service learning grant programs and for forging collaborations among Portland Public Schools, higher education campuses participating in the grant program, community partners of the schools and the campuses, and school and higher education students, faculty and staff.

Principal Accountabilities

- Ensure the availability of training and technical support to all sub-grantees including higher education institutions and the Portland School District, utilizing the expertise of identified technical support providers, the Maine Campus Compact and the KIDS Consortium when needed.
- Provide logistical support for meetings and training workshops as well as other grant events as needed.
- Implement a Collaboration Working Group of higher education representatives, Portland School District representatives, and community partners by January 2001 to oversee collaboration efforts and to plan the end of year celebration.
- Partner with the Portland School District to recruit district teachers and professional staff to participate in the grant.
- Review all sub-grantee proposals and action plans and ensure negotiations take place as appropriate.
- Manage the sub-grantee fiscal and progress report process to ensure that all sub-grantees comply with fiscal and programmatic guidelines.
- Report to the Maine Campus Compact
- Support the National Center for Student Aspirations and the Center for Research and Evaluation at the University of Maine in the evaluation process.
- Promote the CHESP grant in the community as appropriate.

Skills and Experience

- Ability to collaborate effectively with diverse people/groups
 - Strong project management skills
 - Strong facilitation skills
 - Creative problem solving skills
 - Experience in K through 12 and higher education
 - Excellent verbal and written communication skills
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**Portland Partnership
Service-Learning Coordinator
Part-Time Position 2003-2004**

Position Description: The incumbent will work with the Portland Public Schools Service Learning Leadership Team, the Portland Partnership, and KIDS Consortium to integrate and sustain service-learning practice within the Portland Public Schools.

Primary Accountabilities

The coordinator is expected to:

1. Coordinate monthly meetings and activities for the Service Learning Leadership Team,
2. Coordinate Service Learning events within the school district that may include Community Partners Fair, Service Learning Celebration, Service Learning Summer Institute and periodic networking and professional development opportunities
3. Participate in 2 Coordinator meetings with KIDS Consortium and Coordinators from other sites,
4. Complete a mid-year and end-of-year progress report about local activities under the grant.