



Twin Rivers Charter School Community School Coordinator

POSITION: Community School Coordinator

LOCATION: Northwest Youth Corps Headquarters, Eugene, Oregon (or applicable location).

COMPENSATION: \$36,000-39,000 per year

BENEFITS OVERVIEW

Benefit Package includes: Personal Leave, Paid Holidays, Medical and Dental Coverage, Disability/Life Insurance, 401k investment plan, Professional Development, and other perks!

ORGANIZATIONAL BACKGROUND

Since 1984, Northwest Youth Corps (NYC), a non-profit organization, has given tens of thousands of youth and young adults opportunities to learn, grow, and experience success. Through partnerships with conservation agencies, youth and young adults gain the personal and professional skills needed to carry out a variety of stewardship projects, from which they can earn a stipend, high school credit, and/or an AmeriCorps educational award. More importantly, these young people gain skills needed to become economically and socially self-sufficient, benefit their communities as citizen stewards, and recognize that they can make a positive difference. NYC also operates an accredited charter school, internship program, and the Idaho Conservation Corps (ICC).

TRCS

Northwest Youth Corps' (NYC) Twin Rivers Charter School (TRCS) is an accredited school for youth in grades 8-12+. TRCS employs a cooperative, team-based format, in which staff engage students in hands-on learning that combines classroom instruction with the completion of conservation projects, field study assignments, and outdoor recreation activities. Students spend equal amounts of time in and out of the classroom and staff will strive to ensure conservation projects are complementary and integrated. School curricula include science, math, language arts and social studies with an emphasis on resource management, conservation and environmental studies. Students earn high school credit toward a diploma.

At Twin Rivers Charter School we believe that Diversity, Equity, Inclusion and Justice are integral to, and inseparable from, the learning process. That means purposefully structuring educational opportunities that challenge systems of power and privilege that work to the benefit of some and to the detriment of others. We aspire to transcend anti-discrimination policies to create environments where students' unique histories, cultures, languages, families, and selves are actively and sustainably engaged as assets that inform collective learning. We also realize that we have much work to do to achieve these goals and while they are aspirational we remain dedicated to the journey. Our work is not ahistorical and, in fact, we have and continue to perpetuate systems of power and privilege. As an educational institution we dedicate ourselves to continued growth and learning, to taking action to remediate our harm done, and to be accountable as a system and as individuals when we do harm again. We do this with humility,

respect, and an understanding that doing so represents our greatest opportunity to achieve our shared goals.

COMMUNITY SCHOOL DESCRIPTION

The Community School Coordinator is an innovative program that combines the integrated social service support with academic, social, and cultural enrichment opportunities for students at Twin Rivers Charter School. Under the general supervision of the Twin Rivers Charter School admin, this position is responsible for the day-to-day operations, relationship building, long-term visioning and quality of the Community School at Twin Rivers Charter School.

The Community School Coordinator serves as a conduit between the students and families at TRCS and the systems of support that enables them to be successful in school and in the community. Services may include:

- Connecting students with mental or physical health programs
- Crisis intervention and referral services
- Job training and career planning
- Navigating systems like OHP, DHS, or other city/county/state programs

The creation of integrated support systems is based on the Community School Coordinator's Ability to build strong relationships with students and their families. The potential vehicles for relationship building include:

- Creative extended day learning opportunities
- Monthly academic seminars
- Internships and work experiences
- Leveraging community organizations (i.e. Lane Arts Council, City of Eugene etc.)

POSITION SUMMARY At TRCS we like to consider ourselves slash educators—meaning that we are all teachers/counselors/field coordinators/CTE instructors etc. This position is for a Community School Coordinator that offers a unique opportunity for a high energy individual with vision and creativity to develop a cutting edge program that combines social work and referral services, integrated Socioemotional Health and Learning opportunities, and recreational opportunities in the outdoors. We use the outdoors as an instructional vehicle that leads students to high school completion while also fostering good character and environmental awareness. Teachers also plan and facilitate residential “spikes”, camping trips that combine fun, education, community, conservation work, and teambuilding. We want a Community School Coordinator that can help students explore the intersections of Race/Class/Gender and Nature, help prepare students to be active participants in democracy and foster a sense of purpose and belonging that extends from our classrooms into the local community and beyond.

POSITION DETAILS

Diversity, Equity, and Inclusion Support

- Promote continued organization support of Diversity, Equity, and Inclusion initiatives.

- Seek to remove barriers to participation in NYC programs for underrepresented populations.

Essential Duties and Responsibilities:

- Data and Student Information (35%)
 - Enter and maintain student records using the school's Student Information System (SIS)
 - Assist with the interviewing and intake of new students into the school
 - Assist in the entering of new classes into the database and help teachers monitor attendance and grades
 - Develop and implement entry paperwork and orientation for new students
 - Assist students and families in understanding software like Student/Parent Vue, google classroom, and others that help families monitor student progress
 - Provide reports from the SIS as needed for teachers or administrators
 - Attend 4j district meetings as necessary and communicate with 4j School District personnel to maintain SIS
 - Maintain student records in a safe and secure file cabinet
- Community School Coordination (65%)
 - In collaboration with school administration, staff, advisory committees, families and grant partners, the Community School Coordinator will develop core services to address the academic, enrichment, recreation, leadership, college and workforce readiness and social service needs at Twin Rivers Charter School.
 - Develop and implement strategies for re-engaging students at risk of not reaching graduation. Activities may include monitoring meetings, internship development, outreach to students with attendance issues etc.
 - Work with Core Content teachers to develop creative credit earning opportunities including independent studies, online learning, etc.
 - Work with students as they progress to explore post-secondary options including internships, college/university visits, or early college experiences
 - Conduct regular meeting with students in their 10th, 11th and 12th grade years to help plan schedules and make up any credit deficiencies
 - Conduct family meetings focusing on college admission, filling out FAFSA, applying for Oregon Promise etc.
 - Recruit and coordinate the activities of volunteers and program partners.
 - Oversee all aspects of extended day activities – aligning services of community partners, school-led activities and HOOTS activities into one comprehensive model
 - Work with Food for Lane County and provide support, outreach and organization for the food pantry at Twin Rivers
 - Survey and assess community needs and strengths
 - Develop and maintain strong and positive relationships with school administration, staff, students, families, and community partners
 - Recruit and coordinate appropriate local community providers to offer their services on site and maintain those relationships with strong communication and follow-through

Position Qualifications & Certifications

- Must possess a valid driver's license and acceptable driving record.

- Regular attendance and punctuality
- Reliable and self-motivated.
- Exceptional communication skills.
- Superior problem solving skills.
- Strong leadership qualities.
- Interpersonal skills
- Knowledge of Student Information Systems
- Strategic thinker.
- People-management skills.
- Exceptional organizational skills.

Physical Demands/Work Environment

- In the performance of the job duties, the employee will work in a variety of environments from an office setting to remote locations in the wilderness. .
- The noise level in the environment is quiet to loud. PPE is provided and use is required.
- While performing the duties of this job, with or without reasonable accommodation, the employee is required to stand; walk; use hands to handle, feel or operate objects, tools or vehicle; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch or crawl; talk, hear; and smell repeatedly.

****This Position Description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.****

All job offers are contingent upon the completion of a satisfactory background check as well as record of full COVID 19 vaccination OR an NYC approved medical/religious exemption.

Terms of Employment

Based in Eugene, this is a full time hourly position. Typical hours are Monday - Friday, 8:00AM to 5:00 PM; with periodic long days and/or evening and weekend responsibilities seasonally.

To Apply

Send a cover letter and resume to Jessica Johnson, Human Resources Officer at jessicaj@nwyouthcorps.org with "Transition Coordinator" in the subject line and document attachments in word or PDF format. Please do not call or drop in. Additional program information can be found at www.northwestyouthcorps.org

Northwest Youth Corps is an Equal Opportunity Employer - Our core purpose is to provide opportunities for youth and young adults to learn, grow, and experience success. We believe diversity is a key source of strength for our communities, and we strive to create a safe and empowering environment for participants from a wide range of backgrounds and abilities. We are deeply invested in the success of youth and young adults of all races, ethnicities, gender identities, religions, sexual orientations, economic statuses, or other socio-cultural identifiers