

Black Student Achievement Program (BSAP) Saturday Math Academy Volunteer Coordinator

A completed application includes all application materials and three supervisory references.

*This position is posted until filled, with an initial screening date of **September 2, 2022**.*

Applicants are encouraged to submit their materials in a timely fashion.

Description:

The Black Student Achievement Program (BSAP) Student Volunteer Coordinator is a temporary staff member under the direction of BSAP Specialists. The person in this position recruits and supervises student volunteers to provide academic enrichment support to the BSAP Saturday Math Academy (SMA). In addition, the BSAP Student Volunteer Coordinator solicits educational organizations to provide enrichment events and activities to enhance programs within BSAP. This position requires a high degree of accuracy, accountability, initiative, attention to detail and confidentiality.

Position Responsibilities:

- Provides effective leadership for the student volunteer program of the BSAP and implementation of the Howard County Public School System's Strategic Call to Action.
- Collaborates with high school counselors, school-based liaisons, community and university partners to recruit high school and university student volunteers.
- Plans, organizes and coordinates program activities and communication for student volunteers, school staff, and community partners.
- Schedules and assigns student volunteers.
- Supervises high school and university student volunteers during the BSAP SMA sessions.
- Independently prepares and accurately maintains a variety of documents, reports, and records relating to operations and activities, including those of a confidential nature.
- Verifies student volunteer references.
- Completes student learning service records and letters of recommendation.
- Communicates effectively and efficiently orally and in writing with all stakeholders, including BSAP Specialists.
- Demonstrates active leadership and good judgment in working with all students, staff and community members concerning the problems and opportunities of the student volunteer program.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

Minimum Qualifications:

Applicants must meet all of the following qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification.

Education:

- Have a Bachelor's degree from an accredited university in education, social science, or a related field.

Experience:

- Excellent oral and written communication skills.
- Knowledge and skills with instructional and administrative technology software and equipment, such as Microsoft Office and Google Applications for Education.
- Ability to work collaboratively with colleagues, central office and school-based staff, students, parents, and community members.
- Excellent record-keeping skills.
- Outstanding interpersonal communication skills with the ability to work with persons with diverse backgrounds.

Preferred Qualifications:

- Knowledge of Howard County Public School System (HCPSS) policies and procedures, state and federal regulations and laws, including volunteer procedures and processes.
- Knowledge of the HCPSS Student Service Learning Requirements.
- Experience working in a school setting.

Salary:

The BSAP Saturday Math Academy Volunteer Coordinator is hired on a yearly basis. The term of service coincides with the academic school year.

Application:

A complete online application and all application materials, including **three** reference surveys, must be submitted by September 2, 2022.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Resume

Additional Information:

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.



Office of Human Resources
10910 Clarksville Pike
Ellicott City, MD 21042
Nicole M. Carter, Executive Director

Only applicants who submit all of the requested information by the date of the vacancy will be considered for this position.

Equal opportunity employer

The Howard County Public School System (HCPSS) is an Equal Opportunity Employer. HCPSS ensures equal employment opportunity for all persons without regard to race, color, religion, national origin, sex, marital status, disability, sexual orientation, or political affiliation.

Dr. Michael J. Martirano, Superintendent