

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: NEIGHBORHOOD RECRUITER (P/T)
(Contingent upon grant funding)

PAY GRADE: C-5

OVERTIME STATUS: NON EXEMPT

MAJOR RESPONSIBILITY:

Serves as the recruiter for the Family Literacy Front Porch Program.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

PREREQUISITES FOR PROGRAM (Qualification Standards):

1. Education or training: High School Diploma or equivalent required. Associate Degree preferred.
2. Years of experience in field: One year of experience working with diverse populations preferred
3. Special skills or abilities related to position: Ability to interact with diverse populations, excellent communications skills and be familiar with Front Porch Area or West Ocala.
4. Schedule: Ability to work flexible hours, including some evenings, weekends, and early morning meetings.

ESSENTIAL JOB FUNCTIONS:

1. Serves as a resource for parents/ families of the Front Porch Area/west Ocala.
2. To recruit adults and children into family literacy classes, recruit participants for ABE/GED program, recruit volunteers and mentors to promote neighborhood improvement.
3. Coordinate information/ activity booths at Community Functions.
4. Coordinate parent/family field trips.
5. Assess the effectiveness of the Family Literacy Program and ABE/GED Programs through surveys, needs assessments, and student performance.
6. Assist Project Coordinator as needed.

Changed to Part Time 7/1/12

Revised 08/23/04-FLSA

Revised 10/29/04

Revised 10/27/05

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Walking
- Standing

ENVIRONMENTAL CONDITIONS:

- Works in an office environment
- Work outside and inside
- Work in all kinds of weather

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB: Hampton Center

SUPERVISOR OF POSITION: Director Hampton Center