

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: NEIGHBORHOOD RECRUITER - (Contingent upon grant funding)
(Part-time – Not to exceed 25 hours per week. Flexible Schedule.)

PAY GRADE: C-3

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 “Your first choice for quality higher education.” 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.

Revised 08/11/20

Changed to Part Time 07/1/12

Revised 08/23/04-FLSA

Revised 10/29/04; 10/27/05

ESSENTIAL JOB FUNCTIONS (Continued):

6. Assist Project Coordinator as needed.

(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.)

PHYSICAL DEMANDS:

The physical demands described here 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 functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires heavy (40 pounds or more) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

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 of Hampton Center