

CIVICWEEK SITE COORDINATOR JOB DESCRIPTION

CEP instills a great deal of responsibility upon Site Coordinators to guarantee the success of every field study program. These responsibilities include, but are not limited to, the following:

- I will attend all CEP training sessions and other meetings, be on time, and participate fully. I will carefully review all CEP program, staff, and site materials, and make any necessary pre-program preparations to ensure the success of the field study.
- I will be responsible for executing the daily itineraries for the field study, as arranged by CEP. I will serve as the program's main liaison to the host community, and maintain courteous and professional contact with all housing, volunteer, and other site contacts.
- I will oversee each of the site's volunteer projects and community experiences, as well as housing, meals, transportation, and recreation for the week. I understand that I maintain primary responsibility for the safety and quality of the group's experience in each of these areas.
- I will be the primary instructor for all educational activities during the field study. I will plan, facilitate, and/or oversee all group-building, journal-writing, and reflection activities.
- I will supervise and coordinate the efforts of the Residential Counselors on my staff team, sharing and delegating responsibility as appropriate and necessary. I will ensure effective communication and positive relations between and among all members of the staff team, and ensure that all staff fulfill the expectations and responsibilities of their positions.
- I will be responsible for all finances during the field study. I will ensure that expenditures are reasonable and within the budget provided. I will keep receipts and an accurate record of expenditures. I understand that I will be held personally responsible for any missing funds or receipts. I understand that I am also responsible for any non-monetary program assets.
- I will be responsible for all student and staff Health Information Forms, and keep these forms accessible throughout the field study. I will ensure that staff are aware of the medical and dietary needs of students. I will maintain the site First Aid Kit. I will screen student medical concerns, provide minor first aid, and serve as the point person for health issues and medical emergencies.
- I will ensure that all students follow the Student Honor Code Contract and all other CEP, CTD, and site-specific rules and policies. I will take appropriate disciplinary action when necessary, always treating students with respect and compassion. I will be careful to maintain appropriate confidentiality of student health, behavioral, disciplinary, social, or emotional issues.
- I will maintain courteous and tactful contact with students' parents or guardians when necessary, informing them of student medical concerns, disciplinary actions, or other significant happenings.
- I will maintain regular communication with the CEP Program Director, and ensure that CEP staff are informed of relevant field study happenings. I will properly document student, staff, and program issues as they arise, and discuss them with my staff team and the CEP Program Director.
- I will be responsible, with the assistance of my staff team, for completing a one-page written evaluation of each student at the conclusion of the program.
- I will be responsible, with the assistance of my staff team, for completing and submitting required program follow-up materials, including student reflections, group journals, photos, finances, etc.
- I will be responsible, with the assistance of my staff team, for documenting our field study experience, completing evaluations of the site, program, and staff, and making a full report to the CEP Program Director and other CEP/CTD staff after the completion of the program.