



# The Colonel Center

## Position Overview

The Colonel Center Coordinator will serve as the primary point of contact for students and families seeking support through The Colonel Center. This position is responsible for daily operations, resource management, community partnerships, and the development of programs that provide comprehensive wrap-around services to our school community.

## Key Responsibilities

### Program Management & Operations

- Oversee daily operations of the Colonel Center, including scheduling, inventory management, and facility maintenance
- Develop and maintain systems for resource distribution, tracking, and documentation
- Ensure the center provides a welcoming, respectful, and confidential environment for all families
- Create and implement policies and procedures for center operations
- Maintain accurate records of services provided and families served

### Resource Development & Sustainability

- Identify and pursue opportunities for grants, donations, and community partnerships
- Build and maintain relationships with local businesses, nonprofits, faith-based organizations, and community groups
- Organize donation drives and fundraising initiatives to sustain center resources
- Research and apply for funding opportunities to expand services
- Manage inventory of food, clothing, and other essential items

### Family Support & Engagement

- Assess individual family needs and connect them with appropriate resources and services
- Provide direct assistance to families accessing food, clothing, and other center resources
- Serve as a liaison between families and school administration, teachers, and support staff
- Offer crisis support and referrals to external agencies when needed
- Follow up with families to ensure their needs are being met

## **Workshop & Programming**

- Design, organize, and facilitate workshops on topics relevant to family needs (budgeting, nutrition, parenting, employment resources, etc.)
- Coordinate guest speakers and partner organizations for educational programming
- Develop a calendar of events and activities that support family wellness
- Evaluate program effectiveness and make improvements based on feedback

## **Community Collaboration**

- Represent the school at community meetings and events related to family services
- Collaborate with school counselors, social workers, and administrators to identify families in need
- Build a network of community resources and maintain an updated referral database
- Partner with local agencies to bring services directly to families

## **Qualifications**

### **Required**

- Strong interpersonal and communication skills
- Demonstrated ability to build relationships and work collaboratively with diverse populations
- Experience managing programs, budgets, and resources
- Proficiency with database management and Microsoft Office Suite
- Ability to maintain confidentiality and handle sensitive situations with discretion

## **Skills & Competencies**

- Compassionate and non-judgmental approach to working with families
- Strong organizational and time management abilities
- Problem-solving skills and resourcefulness
- Cultural competency and sensitivity
- Ability to work independently and as part of a team
- Flexibility and adaptability in a dynamic environment
- Strong advocacy skills for students and families

## **Physical Requirements**

- Ability to lift and move boxes up to 30 pounds
- Standing and walking for extended periods
- Occasional evening or weekend hours for events or workshops

