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| <p style="text-align: center;">Training & Review Coordinator Corporate Internship Program</p> |
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Reports to: CIP Director

Summary of position responsibilities:

The program coordinator is the primary interface with the students and corporate sponsors when related to work and their job assignments/supervisors. He/She is the primary coordinator for a number of issues directly related to students and their success in the CIP. Responsibilities include, but are not limited to the following:

Responsibilities:

1. Sponsor Relations
 - a. Responsible for maintaining contact with up to 20 CIP sponsors in regards to student performance. Coordinate primary contact functions including updating databases, regular phone call and emails, visits, evaluations and re-contracting
 - b. Prepare sponsor folders with completed I-9, W-4 forms, work permits and student profiles
2. Student Performance/Coaching
 - a. Schedule and coordinate individual and group meetings with students and CIP representatives and other school personnel as needed, utilizing sponsor feedback
 - b. Prepare, distribute, collect and analyze student and sponsor feedback – sponsor averages, student averages, year to year performance comparison
 - c. Coordinate holiday work addendums for students
 - d. Address and enforce all school policies with an emphasis on discipline and dress code
3. Reviews
 - a. Divide sponsors among CIP staff and assign staff to manage each sponsor and the relevant interns.
 - b. Coordinate review process for mid-year and end-of-year reviews.
 - c. Meet with 1/3 of sponsors at least twice a year to review the interns.
 - d. Meet with 1/3 of the student body twice a year to complete sponsor and self evaluations and to set goals.
 - e. Attend Parent-Teacher conferences.
 - f. Recognize and reward outstanding student performance (through Above and Beyond, etc.).
 - g. Assist in collection, preparation, and analysis of student performance reviews and sponsor feedback.
 - h. Assist with preparing CIP grades for student report cards.
 - i. Keep detailed log of student performance concerns and communicate regularly with parents.

4. Training
 - a. Coordinate individual CIP training for transfer or late-admit students.
 - b. Meet with students and parents when there is a firing and coordinate the re-training process.
 - c. Provide job coaching and support for students with poor performance reviews.
 - d. Provide orientations and training for sponsors.
5. Job Assignments
 - a. Match current students with CIP positions based on reviews and (preferences when possible).
 - b. Match new students with sponsors based on summer training data and observations.
 - c. Facilitate smooth transitions with sponsors and students when job assignments change.
 - d. Establish non-profit relationships and fill positions as needed.
 - e. Supervise any students who are temporarily working at the school.
6. Attendance/Dress Code/Transportation
 - a. Prepare daily check in/check out attendance sheet
 - b. Identify and correct inappropriate attire
 - c. Record and track any tardiness and absences
 - d. Assist with driving students to work or chaperone students on MAX
 - e. Record and track student daily timesheets.
7. Summer Training Institute
 - a. Work with CIP staff to coordinate the two week training program for all new and returning students – organizing workshops, coordinating instructors/students as well as coordinating all related events such as Parent and Sponsor orientations
 - b. Coordinate instructors from various sponsoring companies and De La Salle staff.
 - c. Teach, or assist in teaching, student training workshops as needed.
 - d. Create and prepare all lesson plans and materials for summer institute.
8. Other Duties and Special Events
 - a. Assist with ensuring appropriate attire and conduct at daily CIP check-in.
 - b. Assist with check-in and contacting parents and sponsors as needed.
 - c. Assist with planning Sponsor Appreciation event.
 - d. Coordinate purchase and student signing of Christmas cards for sponsors.
9. Attend all Public Relations events including Open Houses, etc. (and create materials)
10. Attend regular CIP Staff Meetings.
11. Assist with chaperoning activities as needed.

12. Write lesson plans for Employment Foundations II and arrange appropriate guest speakers as needed.
13. Compile and annually update sponsor and student binders.
 - j. Create marketing and educational materials (for potential sponsors and incoming students).
 - k. Meet with all Spend-the-Day students to tell them about CIP.
 - l. Maintain files, databases, and related documents.

Education requirements:

B.A. from Accredited University/College

Required skills:

Microsoft Office Suite, with particular emphasis on Excel and mail merge capabilities. Flexibility in work schedule to include some evening and weekend work.

Understanding of Catholic Education with an emphasis on urban education.

Philosophical attitude:

- Understands and accepts that DLSNC is primarily dedicated to the education, graduation and college acceptance of each and every student.
- The School is driven by its Catholicity which focuses on the highest level of ethical, moral and social behavior of its students, staff and volunteers.

Send or email resume to:

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