

THE VILLAGE INITIATIVE
Foster Care Transitional Campus Program
In Collaboration with Eastern Michigan University
Job Description

Background Information

The Village Initiative is in the process of developing a Transitional Campus Program for Foster Care youth who are “Aging Out” of the Foster Care system. This initiative is being developed in collaboration with Eastern Michigan University. Currently, there are vacant resident units and apartments at Eastern and we are exploring the possibility of using some of these units, to provide safe and sanitary housing to appropriate youth in addition to helping them to develop an Individuals Transitional Plan (ITP) which will facilitate a smooth transition out of Foster Care. The plan will include provision for health and dental care, post secondary education or job placement of vocational career development. Each youth will be engaged in life skill courses and other activities designed to enhance their ability to function independently in a community setting and to become productive members of their community. The Village Initiative is offering an opportunity to an EMU student in American Humanics to become engaged in a progressive cutting edge project at its beginning phase.

Job Title: Program Coordinator

Job Description

General Duties: The Program Coordinator for The Foster Care Transitional Campus Program will have the overall responsibility of designing, and coordinating programs and activities for this initiative. The Program Coordinator will be responsible for identifying resources and potential resources for the program, developing collaborative arrangement with appropriate individuals and organizations in the community. The Program Coordinator must become familiar with University rules and requirements for exhibiting appropriate conduct on campus, and eligibility regarding various financial aid requirements. The Program Coordinator must develop a clear vision of The Village Initiative mission and our goal for the Transitional Campus program.

Duties and Responsibilities

- Day to day supervision of program activities
- Develop procedures and systems to ensure efficient and effective operations of all programs
- Develop and monitor a Risk Management Plan for the Program
- Identify resources...both monetary and non-monetary to support the goal of the Program
- Develop procedures and systems to ensure the efficient and effective operations of programs
- Report writing
- Establish and maintain external links with appropriate individuals, organizations, and entities in the community to facilitate the achievement of the program’s goal.

- Attend Advisory Committee meetings when requested.
- Develop systems and procedures for monitoring the involvement and participation of all of the Participants in the Program.
- Engage the community in continuous strategic planning

Contact:

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