



## COMMUNITY PARTNERS IN ACTION JOB POSTING

**JOB TITLE:** COMMUNITY SERVICE COORDINATOR  
**DATE:** March 3, 2010  
**POSTING PERIOD:** Thursday, March 4, 2010-Thursday, March 18, 2010  
**LOCATION:** Hartford Alternative to Incarceration  
**HIRING MANAGER:** Virge Lewis, Program Manager

### POSITION REQUIREMENTS

High School Diploma and two years experience working in community based projects or two-year degree in human services or related field. Good time management and organizational skills required. Must be able to obtain a Class A Driver's license.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Develop community service projects
- Implement public relations/awareness activities
- Coordinate and schedule client assignments to community service projects
- Assess transportation, insurance and equipment needs and recommend budget and work schedules
- Verify and document completion of community service hours
- Coordinate transportation, meals and emergency situation response at community service sites
- Supervise client activities at work sites
- Provide programmatic and statistical reports as required

### INTERCHANGEABILITY:

- **Perform duties of other staff as required**

### REPORTS TO:

Supervising Case Manager

Apply to: Human Resources Director  
110 Bartholomew Avenue, Suite 3010  
Hartford, CT 06106  
By fax: (860) 566-8089  
Or e-mail: [resumes@cpa-ct.org](mailto:resumes@cpa-ct.org) (MS Word documents only)

*All internal candidates must submit an Internal Job Application signed by their immediate supervisor*