The Site Coordinator (SC) is a key member and front-line administrator of each DukeEngage program, reporting jointly to their site director and to DukeEngage.

Responsibilities include on-site residence as well as day, evening, and night commitments throughout the week. SCs are on-call 24/7 and may not hold other employment or enroll in courses while the DukeEngage site is in operation.

Specific duties

Participant Welfare
- Manage all concerns regarding student health, social/cultural adjustment, program participation, living accommodations, and site safety, and report issues in a timely fashion to the program director(s) and DukeEngage.

Student Development and Community Building
- Serve as the primary liaison between students and community partners. Visit all volunteer placement/project locations to ensure the safety and success of the student participants.
- Under the guidance of the Program Director, design and lead weekly reflection sessions with students.
- Coordinate weekly cultural enrichment activities designed by the Program Director to immerse student participants in the life of the host community. On occasion, identify and plan additional activities.

Support and Enforcement of Community Standards
- Create an environment of mutual respect that supports the rights of both the Duke students and their partners/host communities, and that holds participants accountable for their decisions and actions.
- Mediate conflicts between students and between students and community partners when necessary, to maintain a positive and productive program environment.

Operations and Financial Management
- Drive vehicles, including vans, rented for DukeEngage use.
- Document all expenses. Track expenditures against approved budget to ensure that funds are spent as budgeted and that program stays within budget.
- Serve as primary point of contact for issues related to housing and other logistics.
- Transport, distribute, inventory, and return all capital equipment.
- Contribute to the documentation of the program: photograph activities and events; draft an end-of-program report within two weeks of the end of the program.

Training
- Complete pre-departure training and other DukeEngage requirements including safe driver training, working with minors, financial management, Title IX, and DukeEngage policies and procedures.
- Meet with the Program Director to discuss site-specific needs and requirements.
Qualifications

- Bachelor’s degree in any field of study
- Eligibility or authorization to work in the United States
- Eligibility for hire as an exempt employee of Duke University
- Driver’s license valid at site of specific DukeEngage program
- Documentation of a safe driving record
- Proof of health insurance coverage for entire period of employment with DukeEngage
- Specific knowledge of and experience living, studying or working in region where DukeEngage program is located
- Three years of post-college work experience or education/training

Additional requirements for DukeEngage programs involving international travel:
- Passport with an expiration date no earlier than six months after end of DukeEngage program
- Ability to meet visa requirements of host country

Preferred work or volunteer experience:
- Advising and counseling college students or other adolescents
- Volunteer management
- Event planning

This job description contains an illustrative but not exhaustive list of the types of responsibilities required of a DukeEngage Site Coordinator. Duties will vary depending upon the location of the DukeEngage program.

This is an exempt, full-time term appointment that confers no university benefits.