

Partnership | future

FOR | THE

4521 Highwoods Parkway, Glen Allen, VA 23060-3382
Fax (804) 965-1799 pff@markelcorp.com www.partnershipforthefuture.org

Job Opportunity: Program Coordinator

General Information: *Partnership for the Future (PFF)* educates and inspires students of limited resources to pursue access to private sector networks and college opportunities so that they may become leaders and providers in our communities. PFF's mission is to ensure that every motivated student with limited resources has a workplace internship in high school and can attend the college of their choice.

The program begins after a student's sophomore year in high school and continues for two academic years and three summers. Participating companies offer the student employment each summer after a successful school year and match the student's summer job savings for further education. Students' summer work experience is supplemented by weekly personal development workshops during the summer session.

Position Description: Program Coordinators will assist with student case management, plan and execute student programs and manage a team of PFF Intern Coordinators and volunteers. Program Coordinators will have completed an undergraduate degree program and may be current graduate/professional students with an interest in the personal and professional development of young people from Metro Richmond. Other qualifications include but are not limited to:

- effective communication skills with high school and college students
- ability to facilitate learning in a non-traditional classroom setting
- competence in managing a team of teachers
- flexible, creative, patient, sense of humor, team player

Primary Duties/Responsibilities:

- Maintaining consistent contact with assigned students
- Coaching assigned students on effective college preparation strategies
- Executing student programs
- Building a teaching/mentoring team with Intern Coordinators
- Coaching Intern Coordinators in their efforts to develop mentoring relationships with program participants
- Communicating and providing feedback to the Director of Programs regarding the progress of individual students and effectiveness of curriculum
- Communicating with PFF sponsors as needed

Hours: average of 20 hours per week (range is 15 to 25 hours per week, dependent upon season) with occasional evening and weekend hours

Mandatory Events:

- Overnight Staff Retreat (June, 2010)
- Student programming 7:30 AM to 5 PM on Fridays during the summer session (late June-mid August 2010)
- Summer Session Closing Ceremony (mid August, 2010)

Compensation: \$13 per hour (plus gas reimbursement)

**Due to the amount of local travel required for the position, candidates must have access to an automobile.*

To Apply: Send completed application, cover letter, and résumé via e-mail, fax, or US mail (contact info at the top of description).

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4521 Highwoods Parkway, Glen Allen, VA 23060-6148

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Employment Application

*Note: This document is in a protected format and only certain sections may be edited. Click on visible cursor symbol to edit applicable sections.

NOTICE TO APPLICANTS

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or any disability not related to the job for which applied.

If you require an accommodation because of a physical or mental disability in order to participate in any phase of the application process, please make that fact known to the individual processing your application.

If you are required to take any pre-employment screening tests, and you require an accommodation because of a physical or mental disability to enable you to take or successfully complete such a test, please make that fact known in advance to the test administrator.

If an offer of employment is made and, because of a physical or mental disability, you will need an accommodation to perform any essential job function, please make that fact known to the individual processing your application.

PERSONAL DATA

Name: _____
Last First Middle Initial

Social Security #: _____

Current Address: _____
Street/Box No. City State Zip

Permanent Address (if different from above): _____
Street/Box No. City State Zip

Current/Daytime Phone: _____ Home Phone: _____

Name of College or University attending (if applicable): _____

Cumulative GPA (if applicable): _____ Expected Graduation Year (if applicable): _____

Email address: _____

Are you prevented from lawful employment in this country because of Visa or Immigration Status? _____
Proof of citizenship or immigration will be required upon employment.

Position applied for: _____ Expected Pay Rate: _____

Are you employed now? | _____ **May we contact your present employer?** | _____

Are you available to work: Full-time | _____ Part-time | _____

Have you ever been convicted of a crime other than a minor traffic offense in the last 7 years? | _____

If yes, please explain. | _____
Conviction will not necessarily disqualify applicant from employment.

Have you ever been bonded? | _____ If yes, when and where? | _____

PROFESSIONAL REFERENCES

Provide the names and telephone numbers for three professional references.

Name	Company Name	Telephone	Years Acquainted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EDUCATION

Type of School:	School Name:	Years Completed:	Type of Diploma or Degree:
High School	_____	9 10 11 12	_____
College or University	_____	1 2 3 4	_____
Graduate or Professional	_____	1 2 3 4	_____

Summarize special skills, qualifications, honors and extra-curricular activities which could be relevant to your ability to perform the job applied for:

| _____

Explain why you feel you would be an asset to *Partnership for the Future* in the role for which you are applying.

| _____

EMPLOYMENT EXPERIENCE

Start with your last job. Include any military service assignments and volunteer activities. *You may exclude names of organizations which suggest race, color, religion, sex, or national origin.*

Employer: _____ Telephone: _____
Address: _____
Employed From _____ To _____ Supervisor: _____
Salary – Start: _____ Final: _____
Reason for Leaving: _____
Title: _____ Nature of Business: _____
Duties Performed: _____

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Address: _____
Employed From _____ To _____ Supervisor: _____
Salary – Start: _____ Final: _____
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Duties Performed: _____

**JOB APPLICANT'S AGREEMENT, CERTIFICATION AND FAIR CREDIT REPORTING ACT
DISCLOSURE -- READ CAREFULLY**

In the event of my employment by PARTNERSHIP FOR THE FUTURE or one of its subsidiaries, I agree to abide by all present and subsequently issued rules of the Company, and I agree at the time of my hire to complete Form I-9 of the Immigration and Naturalization Services Act as to my identity and employment status.

I certify that the answers given by me to the foregoing questions and statements on this application and on the said Form I-9 are true and correct, and I understand that any misleading or incorrect statements may be cause for denial or termination of my employment for cause and that the Company shall not be liable in any respect if my employment is so denied or terminated because of false, misleading, or incorrect statements, answers, or omissions made by me. I understand that the application for employment does not constitute as offer for employment and it shall not be construed at any time as creating an employment contract either expressed or implied. I further understand and agree that if offered a position, my employment is at-will, for an indefinite period, and may be terminated at any time for any reason by either me or PARTNERSHIP FOR THE FUTURE. I understand that PARTNERSHIP FOR THE FUTURE has the right to modify, amend, or terminate policies, practices, benefit plans and other programs within the limits and requirements imposed by law.

I authorize the use of any information in this application to verify statements, and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand that if information contained within that report should result in rejection of my application, PARTNERSHIP FOR THE FUTURE will inform me of that fact. I understand that I may submit a written request for the name and address of the reporting agency.

Finally, I understand that this application is for the specific job applied for and I would have to reapply for any future opportunities which could become available.

Signature of Applicant

Date