

CARMEL COLLEGE



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POSITION DESCRIPTION - 2022

Title: Service Coordinator

Reports to: Deputy Principal (Mission)

Main purpose: To coordinate the College Service programme (year 7-13)

Hours: 15 hours per week (term time). Flexibility with days.

Key Tasks/Responsibilities	Expected Outcomes
To uphold and promote the Special Character of the school	<ul style="list-style-type: none"> Dealings with staff, community, students and their parents reflect Catholic and Mercy values - all staff, pupils and wider community are dealt with in a polite and caring manner
To find and coordinate service opportunities	<ul style="list-style-type: none"> database of service providers maintained and up to date new service opportunities are found within the school and the wider community and promoted to students through google classrooms Interactions with the wider community to find and promote service opportunities are positive for all involved.
To promote service to the wider community	<ul style="list-style-type: none"> Service is promoted on the school website (liaise with Website administrator) Service is promoted each week in the school newsletter (work with student service committee and Special Character leaders) Service photos and opportunities are promoted on the service notice board Service page completed for the yearbook
To work with teachers and students to promote service	<ul style="list-style-type: none"> all teachers and students know where to find service opportunities and service assignments Atawhai teachers know how to create assignments in house classrooms for their atawhai and how to check progress Google classrooms show age-appropriate service opportunities (year level classrooms)

	<ul style="list-style-type: none"> ● service committee set up with students who will assist in service promotion
To recognise students for completed service programme	<ul style="list-style-type: none"> ● Badges are ordered each year ● annual service assembly/ prizegiving organised with certificates and student lists printed ● service marking completed in Term 4 for year 7-12 students ● year 13 students assignments are checked and completed as girls complete their service - certificates and badges organised to be given out in regular house assemblies ● KAMAR groups are updated with completed service for each year level
To communicate service completion	<ul style="list-style-type: none"> ● reminders sent out regularly to Atawhai teachers, students and parents about service completion expectations ● Report completed annually giving breakdown of year levels and house service completion (consult with DP Mission)