# COLORADO CENTER FOR THE BLIND

**2233 W. Shepperd Ave.**

**Littleton, CO 80120**

**Phone: 303-778-1130 Fax: 303-778-1598**

**ccb@cocenter.org**

**Job Description**

**SUCCESS IN COLLEGE**

**PROGRAM COORDINATOR**

**Please send a cover letter, resume and a sample of your writing to Carol Sprague at** **csprague@cocenter.org**

Salary range $30,000-$35,000

**Duties and Responsibilities**

1. Work closely with the Director of Youth Services to support all youth programs.
2. Develop curriculum to meet the needs of students in the Success in College program.
3. Work closely with rehabilitation counselors.
4. Write and compile monthly reports and facilitate student staffings.
5. Act as a liaison between Center staff, Arapahoe Community College and others.
6. Market the program and recruit students.
7. Teach college readiness classes such as PowerPoint and online platforms. Teach skills to be successful in classes that are typically visually oriented such as math and science as well as orientation of college campus.
8. Provide academic skills teaching and testing preparation throughout all programs.
9. Teach basic skills of blindness.
10. Conduct classes and seminars where all aspects of blindness are discussed. In addition, fully participate and assist in all center activities including rock climbing, skiing, camping and other vital activities. Promote the positive philosophy of the Colorado Center for the Blind to co-workers, students, and others, and provide support and guidance to students throughout their program.

**Qualifications**

1. Working knowledge of higher education system.
2. Possess understanding and abilities in the areas of accessing books, websites, media, online classes, etc.
3. Experience working with people who have various disabilities in conjunction with blindness such as learning disabilities, brain injuries, etc.
4. Must be detail oriented and possess effective organizational skills.
5. Excellent written and verbal communication skills.
6. Bachelor’s degree
7. Experience in relevant field of knowledge with blindness experience preferred.