

Team Member:		Supervisor:	Education Director
FLSA (Exempt/Non-Exempt):	Salary, Exempt	Position (full or part-time):	Full Time
Location:	Hi-Crest area	Travel Required:	Local and regional
Hours:	40 hours/week	Supervises:	Teens and Volunteers
Last Updated (date & by):	12/18/2025	Starting wage:	\$40,000-\$45,000

SENT's Mission:

Intentionally walking beside neighbors through loving relationships and strategic development to accomplish the holistic transformation of neighborhoods in Shawnee County.

SENT's Vision:

Wholistic transformation of neighborhoods in Shawnee County.

Primary interactions with:

Education Director, Middle School Campus Connections Coordinator, Mental Health Team, Community Liaisons, school administrators, teachers, counselors, students, families, after-school partners, and community stakeholders.

Work schedule:

This is a full-time position with a schedule that includes time on school campuses during the school day and support leadership of after-school programming Monday through Thursday. Flexibility is required to meet student, family, and school needs.

Position Mission

The mission of the High School Campus Connections Coordinator is to serve as SENT's primary on-campus presence at Highland Park High School and Avondale Academy, cultivating trusted, life-giving relationships with students, school staff, and families. This role works to strengthen the overall health of the school community by connecting both students and staff to SENT's education, housing, wellness, and workforce supports.

By supporting the well-being and flourishing of educators and school staff alongside students, this position helps create healthier learning environments where young people are more likely to engage, succeed academically, and transition successfully into postsecondary pathways. The Coordinator ensures students are known, supported, and connected, while also serving as a consistent partner to school teams as they care for the whole child.

This position is deeply relational and grounded in the belief that when schools are healthy ecosystems—where adults are supported, and students are seen—students are able to flourish academically, socially, emotionally, and vocationally.

Key Responsibilities

On-Campus Presence & School Partnership (35%)

- Serve as SENT's primary point of contact at Highland Park High School and Avondale Academy.
- Build and maintain strong working relationships with school administrators, teachers, counselors, and support staff.
- Coordinate regular communication with school staff regarding available SENT supports, programs, and referral pathways.
- Attend relevant school meetings, events, and student support conversations as appropriate.

Student Engagement & Case Coordination (30%)

- Develop consistent, trusting relationships with students through on-campus presence and programming.
- Identify students who may benefit from SENT programs and proactively connect them to appropriate supports, including after-school programming, Level Up, mental health services, workforce pathways, and family supports.
- Meet defined contact and engagement goals related to student touchpoints, referrals, and follow-through.

After-School Programming Leadership (20%)

- Co-lead and support Campus Connections after-school programming Monday through Thursday.
- Help plan, facilitate, and oversee daily after-school activities in collaboration with partners and staff.
- Support student participation, engagement, and retention in after-school programming.
- Ensure a safe, welcoming, and structured after-school environment aligned with SENT's trauma-informed approach.

Data, Documentation & Accountability (10%)

- Accurately document student interactions, referrals, and participation using SENT's data and CRM systems.
- Support intake and post-semester evaluation processes.
- Track progress toward individual and program-level engagement goals.

Collaboration & Team Support (5%)

- Collaborate closely with the Middle School Campus Connections Coordinator to ensure continuity across grade levels.
- Participate in team meetings, training, and planning sessions.
- Support SENT events, family engagement efforts, and community initiatives as needed.

Performance Measurements and Accountability

Success in this role will be evaluated based on:

- Strength and consistency of relationships built with students and school staff
- Increased student engagement in SENT programs and supports
- Clear, reliable communication and coordination with school partners
- Progress toward defined student contact and referral goals
- Quality and consistency of after-school programming support
- Contribute to connecting students to the Topeka Way to Work Program
- Contribute to program participants seeing their health and personal relationships increase.
- Program participants demonstrate both hard and soft workforce skills
- Increased emotional resiliency and mental health of program participant
- Accurate and timely documentation and follow-through
- Contribution to improved educational engagement and postsecondary readiness for participating students
- Alignment with SENT's mission, values, and relational approach

Qualifications: (Knowledge, Skill, and Ability)

- Demonstrated heart and passion for students to succeed and flourish academically, socially, emotionally, and vocationally.
- Preferred Bachelor's degree in education, social work, youth development, or a related field preferred (relevant experience will be considered in lieu of a degree).
- Experience working with high school-aged youth in a school, nonprofit, or community-based setting.
- Strong relational and communication skills; ability to build trust with students, families, and school staff.
- Growth-mindset orientation with the ability to adapt, innovate, and help build new systems and approaches over time.
- Ability to think strategically while managing day-to-day operations.
- Excellent written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Capacity to work independently while remaining connected to team goals and leadership direction.
- Emotional maturity, discretion, and integrity in handling confidential information.
- Resident of or willingness to relocate to Topeka, Kansas preferred.
- Valid Kansas driver's license.
- Must pass a background check.

Physical Demands

- The physical demands described here are representative of those a team member encounters while performing the essential functions of this job.
- Primary duties are performed in an office environment
- Ability to sit, stand, and walk for extended periods of time
- Ability to work on a computer for several hours at a time
- Ability to communicate effectively by speaking and listening
- Ability to concentrate on detailed information and manage multiple tasks
- Occasional light lifting (up to 50 pounds), such as files, materials, or equipment
- Frequent use of hands to type, handle papers, and operate standard office equipment
- Vision abilities required include close vision and the ability to read from screens and printed materials

Work Environment:

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job.

- Office environment: majority of time spent in a pleasant, indoor environment with good lighting and temperature control.
- This is a non-smoking work environment, including all premises and other such areas.
- Travel may be required, along with that entails standard travel risks.

☐ I can perform this job without accommodation.

☐ I need an accommodation to perform this job.

I have read and understand all aspects of the Job Description and agree that I am fully capable of performing the essential functions as outlined. If accommodation is necessary, I will speak with the appropriate individual. I agree to perform to the best of my ability.

This job description is only a summary of the typical functions of this position, not an exhaustive nor all-inclusive list of all possible job responsibilities, tasks, duties, knowledge, skill, and ability required to perform this job. Responsibilities and requirements may vary. This job description does not state nor imply that these are the only activities to be performed by the team member holding this position. Staff are required to follow other job-related instructions and

perform other job-related responsibilities as requested by management. Job descriptions are not intended to and do not create employment contracts. SENT maintains its status as an at-will employer. Team members can be terminated at any time, for any reason not prohibited by law.

Team Member signature:

Date submitted:

☐ By checking this box, I verify the above is my electronic signature