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# Example of Staff Coordinator Job Description

Our company is growing rapidly and is hiring for a staff coordinator. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for staff coordinator

* Shared resources and other administrative services
* The Coordinator will attend daily meetings with the Manager to discuss time of service, inventory and needed coverage
* Supporting Casual Youth Officers to meet the capabilities of their role through assessments, supervision and training
* Initiating training needs analysis in collaboration with Centre Management and the Operational Training Unit to determine performance trends and gaps, capabilities and specialised skill sets required for the Casual Youth Officer role
* Providing advice, guidance and direction on shift selection processes and procedures to maintain transparency and consistency across all Juvenile Justice Centres
* Identifying and reporting on behavioural trends in Casual Youth Officers by gathering quantitative and qualitative data for workplace planning
* Oversee the process of recruitment, screening, scheduling, enrollment, interaction with, and consenting of subjects
* Coordinate with independent evaluators, interventionists, and clinicians
* Coordinate and schedule research participants’ study appointments
* Assists with regulatory matters (such as data safety and monitoring and board meetings) upon request of PIs

## Qualifications for staff coordinator

* Successfully multi-task, work well under pressure, manage time, and set priorities
* Experience with internet-based communication and web-based software
* Aptitude with MS Word, Excel, PowerPoint and Outlook, and a willingness to learn new software
* Work efficiently and collaboratively to develop an effective workplace
* Enjoy working in a fast-paced environment and have excellent interpersonal, organizational, and analytical skills
* Must be extremely resourceful and able to work independently, with limited supervision, in managing the diverse need of Institute faculty, students, applicants, inquiries