

Community Service Coordinator
The Office of Community Service and Religious Life
Dickinson College

Title: Community Service Coordinator

Salary Grade: salary plus benefits

Job Status: Full-time

Schedule: M-F 8:30-4:30, some nights and weekends

Reports to: Director

Department: Office of Community Service and Religious Life, Student Development

General Summary of Responsibilities: The Office of Community Service and Religious Life at Dickinson College is seeking a Dickinson graduate for a one to two-year position as Community Service Coordinator. This person will work primarily with the weekly community service programs, overseeing student leaders and making connections with community partners. This position will also work on cross-divisional projects and a secondary area to be determined by the director and successful applicant.

Education and Experience Required:

- Bachelor's Degree completion
- Effective inter-personal skills
- Clear and effective oral and written communication skills
- Strong community-service experience
- Sensitivity to, and experience working with people from diverse backgrounds
- Willingness to work at times when students and community members are available, including evenings and weekends as needed

Essential Functions:

- Supervise and mentor CommServ, the umbrella organization for student community service groups that serve weekly in the local area. This includes a student leadership team and 2 student staff.
- Coordinate service opportunities for campus organizations and offices that meet the needs and priorities of community partner organizations/agencies.
- Be an educator for student leadership and community service coordinators.
- Assist in the programming and facilitation of Community Service orientation for First-Year students and Pre-Orientation programming.
- Maintain open lines of communication with community agencies regarding their ongoing/evolving needs and possible opportunities for campus-community interaction.
- Attend College and/or Community partnership meetings to stay informed about the college-community connection.
- Work with students and campus staff on planning campus/community events, including National Volunteer Week, Dr. Martin Luther King Jr. Day of service, and other leadership development opportunities.
- Coordinate a major program area of the office: service trips, days of service, special projects, religious life programs or first-year experience projects. This area will be determined in conversation with the successful applicant. Each involves working closely with student leaders, mobilizing and empowering student volunteers, and managing details for successful implementation of each program.

Proficiency in: Microsoft Office Suite, Banner

Dickinson College
Office of Community Service and Religious Life
Application for Community Service Coordinator
Beginning July 2015

Each application should include the following:

- A cover letter that states why you are interested in this position
- A resume
- References

For a candidate to be considered, the entire package must be submitted *together* by **April 3rd, 2015** to the Office of Community Service and Religious Life, Landis House attn: Rev. Donna Hughes.

References**

1. A faculty member that can speak to your interest or work that applies to this position
2. An administrator or staff person that can speak to your leadership
3. A community partner that can speak to your leadership and/or community work
4. A peer who can speak to your leadership capabilities, communication style, organization, and ability to manage conflict

***The staff of the Office of Community Service and Religious Life (director, interns or administrative assistant) are not eligible to serve as references*

For questions about the position or application process, please contact Rev. Donna Hughes at hughesdo@dickinson.edu