**Center for Service, Spirituality and Social Justice**

**Division of Student Development**

**Application for Community Service Program Coordinators**

**2016-2017**

**Description**

As one of five community service programs through the Center for Service, Spirituality and Social Justice, CommServ is an umbrella program of 12 organizations committed to serving others in the local community on a regular basis. Each organization is led by co-coordinators who assist in planning, on-going logistical facilitation, and connecting with the community partner. CommServ Coordinators are expected to model responsible leadership, and they work independently and within a larger group who meet regularly.

**Expectations of a CommServ Coordinator**

* Lead a CommServ program
  + Meet with the community partner to determine the needs of the program
    - Develop and complete a Community Partner Agreement to determine responsibilities of the partnership
  + Recruit an appropriate number of volunteers
  + Plan and facilitate volunteer meetings to increase volunteer effectiveness
  + Communicate regularly with volunteers about the program and their experiences
  + Plan and implement weekly service programs
  + Manage the logistics of specific program
  + Develop a detailed calendar of program events (in collaboration with partner) at the start of each semester and/or year
    - Develop and maintain volunteer roster for your program
    - Confirm that all volunteers have necessary clearances (when applicable)
    - Reserve transportation (when applicable)
    - Manage and maintain budget responsibly
    - Communicate regularly with CommServ Leaders, Program Coordinator, and community partner
  + Participate in greater CommServ organization
  + Attend regular CommServ meetings with the CommServ Leaders and Program Coordinator
  + Attend regular 1 on 1’s with CommServ Leaders
  + Participate in and complete reflection exercises
  + Abide by all CSSS office policies and procedures, regarding, but not limited to: finances, volunteer clearances, and transportation
  + Participate in the 2 trainings/orientations (1 in Fall, 1 in Spring)
  + Demonstrate flexibility and respect for peer coordinators, CommServ Leaders, and Program Coordinator as changes occur throughout the year
  + Demonstrate regular, respectful, and professional communication with Program Coordinator and CommServ Leaders

**Process for Applicants**Please complete and return the application to the Center for Service, Spirituality and Social Justice located in the Landis House. Current coordinators must reapply annually.   
**Applications are due by Friday, April 22nd at 4:00 pm. Group interviews will be conducted with all applicants.**If abroad, another option will be available. Interviews will be scheduled for April 25th-26th, 2015, and announcements will follow shortly thereafter.

**CommServ Student Coordinator Positions**

*It is highly suggested that you contact the current coordinators of the program*

*to share your interest in leadership and learn more about the program.*

* **America Reads** is a reading and mentoring program for kindergarten students at LeTort Elementary School. These coordinators must be federal work study students. Current coordinators are Lily Sabol and Baylie Rubin.
* **ArtWorks!** is an afterschool art program for middle school students. Current coordinators are Maddie Garner and Allison Stroyan.
* **ASL** is a new program that will teach Dickinson students American Sign Language, and then go to Dickinson’s Children Center to teach it to children. Current coordinators are Angela Medrano and Kiarra Osakue.
* **Big-Little** is a one-on-one mentoring program with Mooreland Elementary with the national Big Brothers Big Sisters Program. Current coordinators are Amanda Nierva and Maggie Murdoch.
* **CARES** is a mentoring program that meets afterschool at Hamilton Elementary School. Current coordinators are Nora Krantz and Kate Tanabe.
* **Carlisle Tutoring** is a one-on-one tutoring program in partnership with Hope Station and Wilson Middle School. Current coordinators are Harris Risell and Ginnah Etah.
* **Dickinson Friends** meets one-on-one with students with special needs on a weekly basis. Current coordinator is David Collins and Jillian Hampton.
* **DreamCatchers** is a mentoring program for middle school students of diverse backgrounds. Current coordinators are Lizzi Marin, Carol Fadalla and Preeti Khanal.

* **ESL** teaches English to adults within the community working with the Employment Skills Center. Current coordinators is Hannah Gore.
* **Habitat for Humanity** helps to build simple, decent affordable, not for profit homes in partnership with low-income families, to help these families acquire greater self-worth, economic health, and positive community relations. Current coordinators are Maddie Weirick and Houssem Mhiri.
* **Prison Inmate Tutoring (PIT)** is a one-on-one tutoring program for inmates in local prisons to help them attain their GED’s. Current coordinator is Katie Sullivan.
* **Senior Companions** will match Dickinson volunteers with residents of Claremont Nursing and Rehabilitation Services to meet with their ‘buddy’ once a week.  Volunteers do activities such as reading to their buddy, helping them learn to use the internet, and generally spending time with them. Current coordinators are Samantha Gulick and Tyler Lllewellyn.

**CommServ Student Coordinator Application**

**2015-2016**

**Personal Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| First Name |  | Last Name |  | Class Year |  |
| Email Address |  | HUB Box # |  | Cell Phone # |  |

Do you have plans to study abroad during the upcoming academic year? ❑ Yes ❑ No   
  
If so, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*(****Note:*** *Studying abroad does not automatically disqualify you from a coordinator position. However, in order to ensure that all programs are adequately staffed for the year, plans to study abroad will be considered during the selection process)*

How many credits do you plan on taking during the upcoming academic year? Fall \_\_\_\_ Spring \_\_\_\_

Please mark **ALL** interview times when you are available. Group interviews will be conducted.   
Based on your availability; an interview time will be assigned. You will be notified of your shortly after the application deadline.

**Monday, April 25th**  ❑ 6:30-7:30 pm ❑ 7:30-8:30 pm ❑ 8:30-9:30 pm

**Tuesday, April 26thth**  ❑ 6:30-7:30 pm ❑ 7:30-8:30 pm ❑ 8:30-9:30 pm

**Skills & Experience**

*Please attach a current résumé with previous job experience and volunteer/service.*

**Program Interest**

|  |  |  |  |
| --- | --- | --- | --- |
| First Choice |  | Second Choice |  |

*Please answer in a few sentences on a typed separate attached page.*

Why are you interested in these programs? What experience do you feel prepares you for this role?

What other extracurricular activities/organizations do you plan to participate in the upcoming year? Please indicate any office(s) that you will hold during the upcoming academic year. This information is useful for scheduling purposes.

**Essays***Please attach a typed short answer on a separate page (250 words or less per question) to each of the following questions.*

*New Coordinators:*

**1. As a community service coordinator, you would be working within the Center for Service, Spirituality and Social Justice. How do you understand the relationship between service and social justice?**

*Previous Coordinators:*

**1. After a year or more in leadership of a community service program, what do you aspire to do differently next year? What do you hope these changes will contribute to the program? What challenges do you anticipate arising from the changes? How would you plan to overcome the challenges?**

**References**

*Please provide* ***two*** *references who have direct knowledge of your competence and abilities. Do not list relatives or friends. One must be from the Dickinson community and can be faculty, staff, or a student leader.*

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Relationship |  |
|  |  |

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Relationship |  |
|  |  |

**Background Information**

CommServ Coordinators serve as representatives of the Dickinson community, especially as they facilitate a program and collaborate regularly with a community partner. Because CommServ Coordinators serve in the greater Carlisle community with variety of vulnerable populations, as well as the necessary time commitment throughout the year, it is essential that all coordinators are in good standing academically and socially with the college. Therefore, academic and social conduct records will be reviewed for all applicants as part of the selection process. In addition, CommServ Coordinators must have a completed background check and training (separate from the academic and social conduct record review) on file with the office prior to serving in the community.

**This information will be kept confidential.**

Are you currently under disciplinary or academic sanctions (probation, stayed suspension, etc.)? ❑ Yes ❑ No

Current GPA \_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever received academic or social disciplinary sanctions? ❑ Yes ❑ No

If yes, please explain.

**Signature**

I have read and understand the expectations and responsibilities of a CommServ Coordinator. In addition to facilitating a specific program, **I recognize that** **attendance is required for meetings on Mondays from 5-6 PM, as well for 2 trainings/orientations (1 in Fall, 1 in Spring)**. All information provided on this application is correct and answered to the best of my abilities.

Signature Date