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

**2017-2018 Position Descriptions**

The Center for Service, Spirituality, and Social Justice assists students, community members, faculty and staff to build connections, explore the complexity of identity and values, identify community needs, and work in the local community. Through our programs, we aim to foster engaged citizenship, support sustainable community partnerships, increase responsibility and accountability, and/or support religious awareness, spirituality and identity.

**Who are the Student Leaders?**

The leadership team consists of student leaders who are committed to deepening their leadership capacity and community engagement. Student Leaders support program needs, facilitate reflection, and inspire peers in service and growth. Using a team approach, responsibilities include regular contact with student groups, participating in bi-weekly leadership meetings, regular evaluation of all student leaders, and visioning and planning. Student Leaders report to a professional staff person and model the highest form of student leadership. A successful leader is a *positive, self-motivated, open-minded, committed, engaged and passionate student concerned about faith, community service, and/or social justice*.

**What Are the Expectations?**

In addition to the qualities listed above, all leaders commit to

* Work 6-8 hours per week average (varies depending on position)
* Attend bi-weekly leadership meetings (**Tuesday 12-1:00 pm**)
* Support programs sponsored or co-sponsored by the Center for Service, Spirituality, and Social Justice.
* Be in good standing academically (2.5 min G.P.A) and socially with the college.
* *Due to funding, preference will be given to students who are Federal Work Study eligible*. However, limited funding is available for students who are not eligible for Federal Work Study.

**What Is the Process for Applicants?**

Please complete and return the application (with your resume) to the Center for Service, Spirituality, and Social Justice located in Landis House or via email to salliek@dickinson.edu.

**Applications and Resumes are due by Wednesday, March 28th at 12pm**. We will schedule individual interviews with applicants the week of April 4th-10th.

If you have questions about the application or about these positions, contact the director, Donna Hughes at 717-245-1577 or hughesdo@dickinson.edu.

**CSSS Student Leader Position Descriptions**

Working as a team, the student leaders provide vital leadership to the programs within CSSS. While the main characteristics of leaders are the same, specific tasks are assigned to each person.

**Community Service: CommServ Program Coordinator**

These leaders work together and with approximately 34 volunteer coordinators to oversee 17 student groups. In addition, these leaders work creatively with coordinators to increase volunteering by targeting first-year students and other diverse groups of students. The successful candidates should be interested in developing leadership skills that encourage decision-making, empowerment of others, teamwork, and addressing community needs.

Specific responsibilities include:

* Holding weekly individual meetings with coordinators to discuss successes, problems, and solutions
* Holding monthly group meetings with the Montgomery Service Leaders or other service groups
* Keeping in contact with community partners, especially at the beginning of the year and through transitions of volunteer coordinators
* Working to address conflicts within programs regarding volunteers, coordinators, and/or community partners
* Managing a large budget for the program
* Training volunteer coordinators in the fall and spring semesters
* Recruiting volunteers through a CommServ Fair in the fall and spring semesters
* Hosting an end of the year dinner for the volunteer coordinators
* Recruiting and hiring volunteer coordinators for the next year (and as needed throughout the year)
* Creatively raising awareness about the CommServ program and community service

Qualifications: Experience with community service, ability to work with a diverse group of people, and organizational skills required. Current or former CommServ volunteer coordinator or CommServ volunteer preferred.

**Community Service: Day of Service Coordinator**

These leaders work to create large-scale single-day service opportunities for students, faculty, and staff. They work towards our goal that every Dickinson student have at least one service experience before they graduate and with the hope that students who volunteer will join other volunteer programs. In addition to yearly events, these leaders have flexibility in programming based on community needs and student leader interest.

Specific responsibilities include:

* Organizing a large service day (100+) for students, faculty, and staff in both fall and spring and recruiting volunteers
* Planning and implementing Forward Fair, an event where students make items to donate.
* Using creativity to plan and carry out other monthly large-scale service opportunities throughout the year.
* Communicating with community partners to fulfill community service needs
* Mentoring and engaging with the Service Ambassadors in conjunction with the Program Coordinator
* Raising awareness about community service on campus through their programming
* Other responsibilities as assigned by CSSS and as determined by the coordinators’ interests

Qualifications: Experience with community service and organizing events. Should be creative and organized.

**Community Service: Justice Served Coordinator**

This position is responsible for creating events that combine social justice and community service or action. This program works towards our goal that students understand the social justice issues causing the surface issues that a lot of community service addresses. Responsibilities include:

* Planning the Hunger Banquet, a dinner simulation of food disparity, in the fall semester
* Fundraising $3,000 for Rise Against Hunger and hosting the Rise Against Hunger volunteer meal-packaging event in the fall semester
* Planning creative events that combine social justice issues and community service each month
* Organizing the Justice Is Served talk series, which are discussions about a social justice topic each month
* Other responsibilities as assigned by CSSS and as determined by the coordinators’ interests

Qualifications: Experience with community service and passion for social justice issues required. Experience with organizing events strongly recommended. Should be both creative, organized, and have good inter-personal skills.

**Community Service: Montgomery Service Leaders Program Coordinator**

This position oversees the Montgomery Service Leaders program. The successful candidate must be a current MSL student and willing to work with the administrative side of community leadership and not at a specific community partner. They should be committed to service and to helping others develop their leadership style and skills. Specific responsibilities include:

* Interviewing, hiring, and training a new class of Level 1 Montgomery Service Leaders
* Holding bi-weekly meetings with MSL covering topics related to leadership, privilege, etc.
* Holding bi-weekly planning meetings with the Leadership Team
* Having at least one 1:1 meeting with each member of MSL during each semester
* Having at least one service event for MSL each semester and creating group bonding opportunities for MSL throughout the year
* Creating at least one large awareness event for MSL in the year and otherwise raising awareness about MSL through the CSSS newsletter, social media, and other methods throughout the year

Qualifications: Must have completed the Montgomery Service Leaders Program prior to entering this position. Should be organized and able to work independently.

**Community Service: Service Trips Program Coordinator**

These leaders are responsible for assisting in the planning and oversight of details for the all of the CSSS service trips, the pre-service meetings, and the after trips logistics. They will coordinate all the necessary paperwork for teams to travel and the training of the team leaders and help with the training of the administrators. Specific responsibilities include:

* Organizing the specific details of the service trips throughout the year
* Leading the service trip leaders retreat in the beginning of the fall semester
* Planning and implementing the Color Rush, Snips for Service, and other fundraising events
* Holding weekly training meetings with the service trip leaders
* Recruiting students as service trip participants and marketing service trips to the student body
* Recruiting and training faculty and staff service trip mentors
* Co-leading a service trip
* Interviewing and hiring new service trip leaders in the spring for the following year

Qualifications: Should be organized, enthusiastic, flexible, and have strong inter-personal skills. You must have participated in at least one service trip to apply. Individuals who have been a service trip leader are strongly preferred.

**Religious Life: Religious Life Leader**

This position is responsible for implementing programing that explores different religions and faith traditions and intersections between religion/faith and other topics. Responsibilities include:

* Implementing bigger events such as the Fall Faith Festival, World Religions Festival, Exploring Religions series and Beliefs and Big Questions BBQ
* Planning and leading the Interfaith Service Trip over fall pause
* Coordinating the monthly “Faith and” Series and What Matters Most dinners
* Creating interfaith programming that explores religion, faith, spirituality, meaning making and purpose. This is an opportunity for creativity in planning events you think would be interesting and effective.
* Other responsibilities as assigned by CSSS

Qualifications: Experience organizing events strongly recommended. Should be interested in interfaith learning and sharing of religions and religious traditions. Should be creative and have good inter-personal skills.

**CSSS: Media Coordinator**

This person will lead social media and creative outreach campaigns. They will also produce print, digital, and video media. This person will have latitude to implement creative marketing campaigns of their own design to increase campus knowledge and awareness of CSSS. Specific responsibilities include:

* Work with the Program Coordinator to market CSSS events on our social media outlets (Facebook, Twitter, and Instagram)
* Creating visually appealing print and digital media to promote CSSS programs and events
* Attending and taking pictures at CSSS events and uploading these pictures to our shared drive
* Managing the Landis House blog, posting about CSSS programs and events
* Raising the level of awareness of community service and religious life on campus through creative outreach campaigns of their own design
* Other responsibilities as assigned by CSSS and as determined by the coordinators’ interests

Qualifications: Experience with social media and digital media creation required. Experience with blogging, video production, and/or photography desired. Should be both creative and detail-oriented with strong writing skills. Applicants for this position are asked to submit a small portfolio (2-3 examples) of past media work.

**CSSS: Clearances Coordinator/Office Assistant**

This is a dual position that is responsible for entering volunteer clearance data and may take on a secondary role in one of the groups in the office. The secondary role will be determined in conversation with the successful applicant. Their main job will be entering clearances during September and October, but this will taper off into November and December. In the spring semester, this person will still be responsible for entering volunteer clearance information, but should have more time to join another of the student groups and work with them to put on programming for the office. Specific responsibilities include:

* Entering volunteer clearance information accurately
* Working to improve the pace and process of volunteer clearance requests
* Responsibilities required by the secondary role within the office
* Other responsibilities as assigned by CSSS

Qualifications: Must be organized and very detail-oriented.