



CENTER FOR CIVIC LEARNING & ACTION

The Center for Civic Learning and Action 2020-2021 Position Descriptions

The Center for Civic Learning and Action (CCLA) seeks students to fill several positions in summer, fall, and spring of 2020-2021. These positions will maintain a wide range of curricular and co-curricular programs and create several new initiatives.

What is the Center for Civic Learning and Action?

CCLA brings together Dickinson's programs in community engagement and civic learning. By collaborating with community members, faculty, staff, and students in mutually beneficial and sustainable partnerships, we work for positive community impact, social justice, and the development of active citizens. Civic learning programs from academic affairs and service programs are united under the CCLA umbrella since our founding in 2019.

What Are the Expectations?

Selected students must commit to:

- Work 6-8 hours per week (average, varies by position) in an assigned program
- Attend bi-weekly leadership meetings (**Tuesday 12-1:00 pm**)
- Develop a performance plan in consultation with a CCLA staff supervisor
- Contribute to the visioning, planning, and operations of CCLA
- Support other CCLA program needs, facilitate dialogue and reflection, and inspire peers
- Serve as an ambassador to campus and community for all CCLA programs
- Model professionalism and ethical leadership
- Fulfill additional duties as assigned

Who should apply?

Our student leadership team consists of students committed to community engagement with an interest in deepening their leadership capacity. Students selected to join CCLA will be self-motivated, open-minded, committed, engaged, and passionate about community service and social justice. We value a diverse team, and we welcome applications from rising sophomores, juniors, and seniors from any academic program. Applicants should be in good standing with the college, academically (minimum GPA: 2.5) and socially.

Due to funding, preference may be given to students who are Federal Work Study (FWS) eligible; however, non-FWS are encouraged to apply.

What Is the Process for Applicants?

To apply, complete the [online application form](#), including an upload of your resume (PDF format preferred).

Applications and Resumes are due by Thursday, March 5th. We will hold three group interview sessions, and schedule individual interviews with applicants for the Borough Ambassador and the Montgomery Service Leader Coordinator for the week of March 16th-20th.

If you have questions about the application or these positions, contact Laura Megivern, Director of Community Engagement at megiverl@dickinson.edu.

CCLA Student Leader Position Descriptions

Working as a team, the student leaders provide vital leadership to the programs within CCLA. While the main characteristics of leaders are the same, specific tasks are assigned to each person. Our team is split into two main subgroups: the campus engagement team and the community engagement team.

Campus Engagement Team

Works with other members of the CCLA team to manage daily operations of the center, primarily focused on getting folks involved with CCLA. Working together with the Community Engagement Team and other members of the CCLA staff, the Campus Engagement Team coordinates grant opportunities, communications such as the CCLA student and faculty newsletters, and manages the volunteer clearances process.

Possible responsibilities include:

- Administering the grant application process and make recommendation on awards; assisting applicants in defining, measuring, and monitoring community impact; managing the budget and financial records of grant programs
- Creating scholarship and evidence-based reflection guides and tools applicable across disciplines and engagement experiences; Maintaining a community-engaged learning digital resource library for faculty and students; Facilitating reflections for faculty- and student-led community engagement experiences on request
- Leading the management of all CCLA social media outlets (Facebook, Twitter, and Instagram); attending and taking photos/video at CCLA events; conducting and transcribing interviews; writing stories and profiles to elevate visibility of community engagement at Dickinson; creating visually appealing and informative print and digital content to promote CCLA programs and events; managing a digital photo archive; assisting with production of the CCLA newsletter and coordinating communication with college and community resources.
- Entering volunteer clearance information accurately and efficiently; communicating with community partners, program leaders, and campus administrative offices to ensure adherence to legal, policy, and ethical standards; managing training and education related to risk reduction
- Assisting the CCLA team in community impact and assessment projects: Identifying frameworks for the documentation and assessment of community engagement; creation of assessment strategies for programs being evaluated; communicating throughout the assessment cycle—from planning to incorporating results; collecting and managing quantitative and qualitative data; summarizing and communicating complex results for a variety of audiences
- Providing general administrative support to the CCLA staff

Qualifications: Must be organized, detail-oriented, and willing to maintain the highest levels of confidentiality in handling personal information. Must have a basic understanding of quantitative and qualitative data, interpretation of data, and summarizing and presenting results in narrative and graphical forms. Should be creative, have demonstrated experience with spreadsheets, and have outstanding attention to detail.

Community Engagement Team

Works with other members of the CCLA staff to produce high-quality community engagement opportunities, from one-time programs such as large-scale days of service to ongoing weekly volunteer opportunities to issue-focused discussions or other events. Working together in topical theme groups, the Community Engagement Team works to ensure every Dickinson student has at least one service experience before graduating and builds strong connections to encourage sustained community engagement. This team includes the MSL Coordinator and Borough Ambassador (see below).

Possible responsibilities include:

- Working with community partners and Learning & Action Networks to determine needs for one-time and ongoing engagement throughout the year
- Keeping in contact with community partners, especially at the beginning of the year and through transitions of volunteer coordinators
- Organizing a volunteer fair in the fall and spring semesters; working to match students to volunteer opportunities
- Using creativity to plan and carry out large-scale service opportunities throughout the year.
- Managing a program budget; fundraising for programs
- Planning creative events that combine social justice issues and community service
- Organizing Service Trips including service and logistical details, recruitment and training of trip leaders, fundraising, and recruitment of participants
- Raising awareness about community engagement on campus through the CCLA newsletter, social media, and other methods throughout the year.

Qualifications: Experience with community service, ability to work with a diverse group of people, creativity, flexibility, and organizational skills required. Experience with organizing events strongly recommended. Interest in working with stakeholders from a variety of campus units and community organizations. A desire to contribute to community engagement in one or more of the following areas: the Arts, Community Health, Community Development, and/or Water. Preferred experience with one or more of the CCLA programs: CommServ, Days of Service, or Service Trips (especially having been a service trip leader). Preferred experience with dialogue and/or deliberative processes and a desire to convene people with diverse perspectives and opinions, and strong communication and facilitation skills.

Two additional members of the Community Engagement Team have specific responsibilities and additional application requirements:

Carlisle Borough Student Ambassador

The Student Ambassador is a non-voting member of Carlisle Borough Council who serves as a representative voice for students on council. The goals of this position are to connect Dickinson College students with Carlisle and to further strengthen the relationship between the college and the community. This is a unique opportunity for the successful candidate to be involved in public service.

Specific responsibilities include:

- Meeting with Borough Council mentor and Borough Manager to discuss an assigned special project to benefit the college and community
- Attending and reporting on items of college-community relations interest at the monthly council meeting and other meetings in preparation for council meetings
- Serving as a liaison to the Dickinson President's Office, CCLA, and the Student Senate
- Preparing periodic summary reports for distribution to the campus community
- Preparing for monthly council meetings and staying informed on campus and community policies and issues

Qualifications: Rising sophomores, juniors and seniors are encouraged to apply. Student must possess a high level of maturity, an ability to work independently, strong verbal and written communication skills, and an interest in local government.

Note: the hiring process for this position will require additional interviews with Borough and President's office staff.

Montgomery Service Leaders Program Coordinator

Oversees the Montgomery Service Leaders (MSL) program. Works with the administration and community partnership relationship management. 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 MSLs 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 MSL each semester
- Having at least one service event for MSLs each semester and creating group bonding opportunities for MSLs throughout the year
- Creating at least one large awareness event for MSL in the year and raising awareness about MSL through the CCLA 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.

Note: the hiring process for this position will require an additional interview with the CCLA staff.