Community Service Coordinator
The Center for Service, Spirituality, and Social Justice
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: The Center for Service, Spirituality, and Social Justice

General Summary of Responsibilities: The Center for Service, Spirituality, and Social Justice 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:
- Coordinate the new Service Ambassadors group in conjunction with Day of Service, a group that works to create single-day service opportunities to drive people into community service. The successful applicant will eventually supervise this program, including two student staff.
- Assist CommServ, the umbrella organization for student community service groups that serve weekly in the local area. The successful applicant will eventually supervise this program, including a student leadership team and two student staff.
- Coordinate service opportunities for campus organizations and offices that meet the needs and priorities of community partner organizations/agencies.
- Assist students in finding volunteer opportunities that suit their interests and goals.
- Track volunteer hours done through our office and in other areas on campus.
- Coordinate and lead the Community Service Pre-Orientation program and assist with the First-Year Service Day during orientation. Attend other orientation events as necessary.
- Manage the volunteer clearance process. This includes overseeing the student worker who inputs clearance data, maintaining records of volunteer clearances, updating the process as needed, and answering questions and requests for clearances from students and community organizations.
- Oversee media for the office including Facebook, Twitter, Instagram, Newsletter, and other forms. This includes overseeing the student media coordinators and putting out media content when students are not present.
- Design and maintain accuracy of office informational and promotional materials, such as event posters, brochures, office website, and EngageD pages.
- Administrate a spring break service trip.
- Assist student staff in other office areas with programming and marketing as needed.
- Other tasks as assigned and determined by the interests of the successful applicant and needs of CSSS.

Proficient in: Microsoft Office Suite, Banner
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 Friday, March 2, 2018 to Donna Hughes at hughesdo@dickinson.edu or Landis House.

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 Center for Service, Spirituality, and Social Justice (director, program coordinator, 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