Community Service Scholar Mentor

- Attend the Community Service Scholar Mentor mandatory training and the CSS Orientation after selection for the position
- Complete 8 in-office hours and 2 out-of-office hours each week (10 hours total)
- Serve as the student leader/mentor/training facilitator with your advisor for the Community Service Scholars (CSS) cohort
- Attend the weekly service learning course that the CSS are enrolled in and serve as a teaching assistant to the instructor
- Support and facilitate the CSS through the planning of Cesar Chavez Day of Service
- Support CSS through their service by attending trainings and visiting CSS service sites as needed for meetings with community partners and scholars
- Maintain the CSS service records (i.e. collect log sheets) and other important information
- Communicate regularly with service site supervisors
- Act as a resource and mentor for the CSS by providing communication, support, and regular check-in meetings
- Provide website/social media updates for CSS events and Cesar Chavez Day of Service
- Input assessment data for all CSS events/programs/trainings as directed
- Maintain trainings, marketing, and all other relevant material as directed on the CSCE drive
- Coordinate the following events with help from the CSCE staff:
  - All Scholar Fall Retreat
  - CSS Orientation
  - CSS bi-monthly training seminars
  - CSS scholar socials and professional development events
- Serve as a site leader at iServe, IUPUI Day of Caring, and MLK, Jr. Day of Service
- Promote CSCE events/programs, assist with CSCE programming and events as requested, and support other Community Service Leaders in their projects and events

First Year Service Scholar Mentor

- Attend the First Year Service Scholar Mentor mandatory training in April 2015 after selection for the position
- Complete 8 in-office hours and 2 out-of-office hours each week (10 hours total)
- Serve as the student leaders/mentors/training facilitators with your advisor for the Sam H. Jones First Year Service Scholars (FSS) cohort
- Be available to volunteer at George Washington Community School (GWCS) 1 day per week, Monday-Thursday as part of the afterschool program from 2:15-5:30 p.m.
- Support and facilitate the FSS through the planning of Global Youth Service Day
- Support FSS through their service by attending trainings and visiting GWCS as needed for meetings with staff and scholars
- Communicate regularly with contacts at GWCS
- Act as a resource and mentor for the FSS by providing communication, support, and regular check-in meetings
- Provide website/social media updates for FSS events
- Input assessment data for all FSS events/programs/trainings as directed
- Maintain trainings, marketing, and all other relevant material as directed on the CSCE drive
- Coordinate the following events with help from the CSCE staff:
  - All Scholar Fall Retreat
  - FSS Fall Orientation
  - FSS bi-monthly training seminars
  - FSS scholar socials and professional development events
  - FSS/CSL mentor events
- Serve as a site leader at iServe, IUPUI Day of Caring, and MLK, Jr. Day of Service
- Promote CSCE events/programs, assist with CSCE programming and events as requested, and support other Community Service Leaders in their projects and events

### Outreach and Event Team

**Outreach and Event Team Responsibilities (formerly known as Days of Service Coordinator, Community Partner Outreach, Marketing and Social Media Coordinator and Volunteer and Outreach Coordinator) 2-4 scholars**

Students named to this team will act under the direction of the Program Director and Graduate Assistant Advisor. A collaborative team approach will allow students to develop new skills and lead the way in creating a more engaged approach to the events and outreach efforts through Community Service and Civic Engagement. Specific tasks will be delegated at regular team meetings and a team specific orientation event.

- **General CSL responsibilities:**
  - 10 office hours each week
  - Attend CSL orientation
  - Serve as a site leader for iServe, Day of Caring, MLK Day of Service, and Cesar Chavez DOS
  - Attend mandatory bimonthly CSL meetings
  - Attend Sam H. Jones scholar retreat
  - Assist with CSCE programming and events as requested
  - Support other Community Service Leaders in their projects and events.
  - Mentor a First-year Service Scholar

- **General Communication responsibilities:**
  - Maintain marketing and other relevant material on the L drive
  - Serve as a site photographer for Days of Service (as needed)
  - Create and send listserv email with information about volunteer opportunities each week
  - Maintain listserv database
  - Maintain communication with service agencies and reach out to new organizations
  - Check and respond to CSCE email account (commserv@iupui.edu)
  - Communicate with student organizations on campus about service opportunities
  - Maintain up-to-date Community Partner database in the L drive
  - Maintain communication with service agencies and reach out to new organizations through email, phone calls, site visits
- Work with multimedia staff to create marketing materials as needed (flyers etc.)
- Manage social media accounts and postings as needed

**Internal Event responsibilities**
- Coordinate Sam H. Jones Scholar Retreat with CSCE staff
- Coordinate FSS/CSL mentor events with CSCE staff
- CSL social gatherings

**External Event responsibilities**
- Assist with planning days of service (iServe, Day of Caring, MLK Day of Service)
- Assist with writing grants for funding days of service
- Assist with site leader trainings for days of service
- Input assessment data for days of service as needed

**ServiceCorps Mentor**
- Attend the ServiceCorps Mentor mandatory training in April 2015 after selection for the position
- Complete 8 in-office hours and 2 out-of-office hours each week (10 hours total)
- Serve as the student leader/mentor/training facilitator with your advisor for the ServiceCorps Scholars cohort
- Support and facilitate the ServiceCorps through the planning of Jags in the Streets events
- Track and maintain the service records of each ServiceCorps Scholar, aiding them in meeting their requirement of 2 events per semester
- Communicate with service sites and scholars as needed
- Act as a resource and mentor for ServiceCorps by providing communication, support, and regular check-in meetings
- Provide website/social media updates for ServiceCorps and Jags in the Streets events
- Input assessment data for all ServiceCorps events/programs/trainings as directed
- Maintain trainings, marketing, and all other relevant material as directed on the CSCE drive

- Coordinate the following events with help from the CSCE staff:
  - All Scholar Fall Retreat
  - ServiceCorps Fall Orientation
  - ServiceCorps bi-monthly training seminars
  - ServiceCorps scholar socials and professional development events

- Serve as a site leader at iServe, IUPUI Day of Caring, and MLK, Jr. Day of Service
- Promote CSCE events/programs, assist with CSCE programming and events as requested, and support other Community Service Leaders in their projects and events