

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 Events 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