COMMUNITY SERVICE LEADER POSITIONS

MENTORS

**First Year Service Scholar Mentor (2 Scholars)**
- Attend the First Year Service Scholar Mentor mandatory training in May 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 2:15-5:00 p.m.
- Attend the weekly service learning course that the FSS are enrolled in and serve as support to the instructor
- 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 L drive
- Coordinate the following events with help from the CSCE staff:
  - FSS Fall Orientation
  - FSS Rejuvenation Orientation
  - FSS bi-monthly training seminars
  - FSS scholar socials and professional development events
  - FSS/CSL mentor events
- Serve as a site leader at 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

**Community Service Scholar Mentor (1 Scholar)**
- Attend the Community Service Scholar Mentor mandatory training in May 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 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 L drive
• Coordinate the following events with help from the CSCE staff:
  • CSS Fall Orientation
  • CSS Rejuvenation Orientation
  • CSS bi-monthly training seminars
  • CSS scholar socials and professional development events
• Serve as a site leader at 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

**ServiceCorps Mentor (1 Scholar)**

• Attend the ServiceCorps Mentor mandatory training in May 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
• Coordinate the following events with help from the CSCE staff:
  • ServiceCorps Fall Orientation
  • ServiceCorps Rejuvenation Orientation
  • ServiceCorps bi-monthly training seminars
  • ServiceCorps scholar socials and professional development events
• Serve as a site leader at 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

**Alternative Break Trip Leader Mentor (2 Scholars)**

• Attend the Alternative Break Trip Leader Mentor mandatory training in May/June 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 Alternative Break Trip Leader cohort
• Support and facilitate the Alternative Break Trip Leaders through the planning of their spring alternative break trips
• Assist in the planning of Fall Alternative Break and attend as a leader-in-training
• Plan and lead an Alternative Spring Break trip
• Facilitate orientation and re-orientation for Fall Alternative Break and Alternative Spring Break participants
• Write grants and conduct other fundraising for the Fall Alternative Break and Alternative Spring Break trips
- Act as a resource and mentor for Alternative Break Trip Leaders by providing communication, support, and regular check-in meetings
- Provide website/social media updates for alternative breaks
- Input assessment data for all alternative break events/programs/trainings as directed
- Maintain trainings, marketing, and all other relevant material as directed on the L drive
- Coordinate the following events with help from the CSCE staff:
  - Alternative Break Trip Leader Fall Orientation
  - Alternative Break Trip Leader Rejuvenation Orientation
  - Alternative Break Trip Leader bi-monthly training seminars
  - Alternative Break Trip Leader socials and professional development events
- Serve as a site leader at 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

COORDINATORS

**Days of Service Coordinator**
- Attend the CSL Coordinator mandatory training in May after selection for the position
- Complete 10 in-office hours each week
- Assist the advisor with the planning of United Way Day of Caring, MLK, Day of Service, and Homecoming Service Event
- Assist with writing grants for funding for days of service
- Assist with site leader trainings for days of service
- Provide website/social media updates for days of service
- Input assessment data for all days of service as directed
- Maintain marketing and all other relevant material as directed on the L drive
- Serve as a member of the TOTES team and help promote days of service
- Coordinate the following events with help from the CSCE staff:
  - All Scholar Fall Orientation
  - All Scholar Rejuvenation Orientation
  - All Scholar socials and professional development events
  - FSS/CSL mentor events
- Serve as a site leader at 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

**Marketing and Social Media Coordinator**
- Attend the CSL Coordinator mandatory training in May after selection for the position
- Complete 10 in-office hours each week
- Work with multimedia staff and office staff to create marketing materials like posters, flyers, graphics, t-shirts, pictures, and giveaways for CSCE events, days of service, and other programs as directed
- Serve as President of Students Offering Service
- Oversee CSCE social media accounts, iCanServe app, and websites (OSI and CSL)
- Oversee the submission of marketing material to the Center for Service and Learning
- Create and maintain the CSCE marketing plan
- Maintain marketing and all other relevant material as directed on the L drive
- Serve as a member of the TOTES team
Coordinate the following events with help from the CSCE staff:
- All Scholar Fall Orientation
- All Scholar Rejuvenation Orientation
- All Scholar socials and professional development events
- FSS/CSL mentor events

Serve as a site leader at 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

**Volunteer and Outreach Coordinator**
- Attend the CSL Coordinator mandatory training in May after selection for the position
- Complete 10 in-office hours each week
- Create and send listserv each Thursday with information about volunteer opportunities
- Maintain the listserv database
- Check and respond to the CSCE email account
- Attend all USG meetings as the representative for Students Offering Service
- Attend fraternity and sorority council meetings to market CSCE events
- Market and recruit all CSCE events to student organizations
- Support and encourage student organizations, fraternities, and sororities in the planning of community service projects
- Provide website/social media updates
- Maintain marketing and all other relevant material as directed on the L drive
- Serve as a member of the TOTES team

Coordinate the following events with help from the CSCE staff:
- All Scholar Fall Orientation
- All Scholar Rejuvenation Orientation
- All Scholar socials and professional development events
- FSS/CSL mentor events

Serve as a site leader at 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

**Community Partner Coordinator**
- Attend the CSL Coordinator mandatory training in May after selection for the position
- Complete 10 in-office hours each week
- Maintain current database and records on community partners for CSCE
- Maintain communication with service agencies and reach out to new sites through phone calls, emails, and site visits
- Assist all CSLs with organizing volunteer sites for various events and days of service
- Create and update social issue specific handouts containing social issue and community partner contact information
- Provide website/social media updates about community partners
- Maintain marketing and all other relevant material as directed on the L drive
- Serve as a member of the TOTES team

Coordinate the following events with help from the CSCE staff:
- All Scholar Fall Orientation
- All Scholar Rejuvenation Orientation
- All Scholar socials and professional development events
- FSS/CSL mentor events
Serve as a site leader at 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

**Paw’s Pantry and Rooftop Garden Coordinator**
- Attend the CSL Coordinator mandatory training in May after selection for the position
- Complete 10 in-office hours each week
- Co-chair the Paw’s Pantry committee with the SOAR student representative
- Oversee Paw’s Pantry committee with regards to food drives, volunteer coordination, and organization
- Coordinate with departments, schools, and student organizations to promote Paw’s Pantry and food drives
- Continue the rooftop garden initiative
- Plan Hunger and Homelessness Awareness Week
- Coordinate with the Office of External Affairs for Jam the Jaguars Food Pantry
- Participate on the Advisory Committee for the End Hunger Games
- Provide website/social media updates about Paw’s Pantry
- Maintain marketing and all other relevant material as directed on the L drive
- Coordinate the following events with help from the CSCE staff:
  - All Scholar Fall Orientation
  - All Scholar Rejuvenation Orientation
  - All Scholar socials and professional development events
  - FSS/CSL mentor events
- Serve as a site leader at 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

**Advocacy and Political Engagement Coordinator**
- Attend the CSL Coordinator mandatory training in May after selection for the position
- Complete 10 in-office hours each week
- Plan Constitution Day/Week (September 17th, every year), voter education programming (October/November), World AIDS Day (December), voter registration drives (all year and at days of service), and a campus-wide civic advocacy event in April
- Participate on the Advisory Committee for the End Hunger Games
- Provide website/social media updates about civic engagement programs/events
- Maintain marketing and all other relevant material as directed on the L drive
- Coordinate the following events with help from the CSCE staff:
  - All Scholar Fall Orientation
  - All Scholar Rejuvenation Orientation
  - All Scholar socials and professional development events
  - FSS/CSL mentor events
- Serve as a site leader at 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