

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
- ◆ Maintain trainings, marketing, and all other relevant material as directed on the L drive
- ◆ 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 roof top 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