

Agape Center for Local & Global Engagement

POSITION: Local Service Leaders

HOURS: 6-8 hours/week for 30 weeks

WAGES: SGA Grant: \$900/semester; paid three times each semester in the amount of \$300

DRESS: Casual. Business casual for Community Partner visits & receptions, and as needed

PRIMARY SUPERVISOR: Assistant Director of the Agape Center for Local & Global Engagement

PRIMARY DUTIES:

A. Role and Responsibilities On-Campus and in the Local Community

1. Build and maintain relationships with designated Community Partner:
 - a. Stay in regular communication with each agency contact by phone and/or e-mail.
 - b. Visit each site at the beginning of each semester and maintain direct contact as a Weekly Team Leader to site.
2. Recruit and organize volunteers for designated Community Partner.
 - a. Recruit volunteers for each Community Partner – primarily at Ice Cream Social (fall) and Cookies, Cocoa, & Community Service (spring) and through other recruitment methods.
3. Lead a weekly or bi-weekly team of volunteers to your Community Partner site.
 - a. Provide on-site leadership for students and the liaison for the Community Partner.
 - b. Serve as the Messiah-approved driver each week.
 - c. Communicate with your team on a weekly basis. Email volunteers each week reminding them of service or upcoming events.
 - d. Facilitate meaningful reflection at the end of each service experience with students.
4. Train and educate students for service experiences.
 - a. Ensure that volunteers understand the importance and value of reflection.
 - b. Provide orientation and training to your volunteers at Orientation & Clearance Night.
5. Coordinate logistical details for your service team and Community Partner.
 - a. Request Messiah vehicles for teams to go to Community Partner sites and obtain Messiah University approval to drive a fleet vehicle.
 - b. Facilitate the process of obtaining clearances for students. This is *mandatory* for several community partner programs.
 - c. Track attendance of weekly participation of volunteers as indicated by Asst. Director
6. Oversee segment of Local Service budget.
 - a. Budget for programming based on previous semesters.
 - b. Monitor expenses throughout semester.
 - c. Exhibit good stewardship by allocating and spending funds wisely.
7. Regularly gather assessment information from students and Community Partners to improve programming.
8. Collaborate with faculty members, campus departments and student organizations when appropriate.
9. Budget for, plan, and oversee special events in fall and spring semesters (depending on Community Partner)
10. Complete Leadership ELI requirements as indicated by Director of the Agape Center

B. Role and Responsibilities as a Member of Local Service Teams

1. Develop and implement goals for personal professional development.
2. Uphold Messiah University's Community Covenant.
3. Attend weekly Local Service Meetings and Agape Center meetings.
4. Meet regularly with advisor for goal setting and reflection (ELI advisor – Director of Agape Center).
5. Complete all requirements of the ELI (reflection, meetings, deliverable).
6. Work 6-8 hours per week:
 - 2-4 hours should be spent serving with your Community Partner
 - Meetings include Team Time (one hour per week), Local Service Meetings, 1:1 meetings
 - Other hours are allocated to office work
7. Keep detailed records of volunteers, participation, events, etc. and fill out detailed reports.
8. Receive training and serve as a Service Facilitator for debrief assessment.
9. Fill out Educational Plans, Fact Sheets, and Reports at the end of each semester.
10. Participate in Agape Center leadership trainings, including August and January trainings.