

# BRYN MAWR COLLEGE COMMUNITY SERVICE OFFICE

## Student Coordinator Job Description

### OVERVIEW

The Community Service Office Student Coordinators work as a team to oversee the development, administration, and evaluation of programs that support Bryn Mawr's involvement with Community Service, Activism, and Advocacy. Coordinators assist in communicating with service and activism organizations and promoting service and activism in the Bryn Mawr community. Coordinators are paid \$7.85/hour and work an average of 8 hours/week.

### RESPONSIBILITIES

The primary responsibility of Student Coordinators is to promote community service and activism at Bryn Mawr. They are expected not only to serve as leaders on campus, but as active participants of the Bryn Mawr service and activism community. Student Coordinators will:

- represent the Community Service Office at meetings of campus organizations
- help keep the campus informed about service and activism concerns
- plan and coordinate campus events
- recruit, train, and coordinate student leaders and volunteers
- advise the Community Service Office about student led service and activism efforts
- advise students looking to volunteer and assist student groups with service/activism efforts
- attend a weekly staff meeting in the Community Service Office
- attend a weekly supervision session with the Director of Community Service
- assist with a variety of other programs as needed, including the Girls' Empowerment Project, campus events, awareness weeks, service days, and regular training, orientation, and reflection activities.

Student Coordinators fill one of three distinct positions.

**Interested students must apply for a specific position, but may apply for two or more positions.**

#### Student Activism/Advocacy Coordinator

- Network with and build networks among campus activism/advocacy groups
- Act as a liaison to coordinators of activism/advocacy groups and other campus leaders
- Support the work and leadership development of group members and student coordinators
- Build collaborative leadership for and assist in the coordination of activism events including: Aids Walk, Earth Day, Election Day, Women's History Month, and the National Day of Silence
- Help keep the campus informed about relevant current events/social justice issues through teach-ins, training, & speakers
- Assist activism/advocacy groups in planning one-day or ongoing service activities

#### Student Service Coordinator

- Network with and build networks among campus service groups
- Support the work and leadership development of group members and student coordinators
- Act as a liaison to coordinators of service groups and other campus leaders
- Build collaborative leadership for and assist in the coordination of service events including: Overbrook High School College Exploration Visits, Random Acts of Kindness Week, Hunger and Homelessness Awareness Week, Hunger Walk, Hunger Banquet, Take Your Daughter to Work Day, Martin Luther King Day of Service, and Read Across America
- Develop and coordinate Saturdays of Service, monthly one-day service and activism events open to the entire campus and assist campus groups to plan one-day or ongoing service activities
- Organize Take-5 hands-on service activities at a range of campus events throughout the year

#### Student Outreach and Leadership Development Coordinator

- Coordinate SSAC (Student Service and Activism Leadership Council)
- Reach out to new and prospective students through Admissions and Residential Life (Customs/HA's)
- Act as a liaison to Public Relations, submit articles to the College News, and further publicize community service, activism and advocacy events
- Work with and guide the Community Service liaison to SGA and attend SGA meetings (Sunday, 7:00 PM)
- Coordinate Serve Your Communi-Tea, a service and activism fair at the beginning of the spring semester
- Build collaborative leadership for and assist in the coordination of outreach events including: Fall Frolic, Open Campus Days, and Owls on the Prowl

### QUALIFICATIONS:

A minimum of 1-2 years of active involvement in service and activism, at Bryn Mawr and/or in high school is required. Demonstrated initiative, strong speaking and writing skills, and proven organizational and program planning skills. Demonstrated commitment to diversity. Basic computer skills required, including word processing and database use; experience with navigating and creating internet-based resources helpful. The Community Service Office values diversity and seeks talented students from diverse backgrounds.

**BRYN MAWR COLLEGE COMMUNITY SERVICE OFFICE**  
*Student Coordinator Application*

Your completed application is due in the Community Service Office (do not send through campus mail) no later than 5:00 PM on Friday, September 10, 2004. Please enclose a copy of your current weekly schedule, including the evening hours.

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Name: \_\_\_\_\_ Class: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Box #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

1. Please list, in order of preference to you, the administrative tasks from the following list that you would be interested in working on.

- |   |  |
|---|--|
| <input type="checkbox"/> Publicity                    | <input type="checkbox"/> Giving Presentations        |
| <input type="checkbox"/> Community Service Newsletter | <input type="checkbox"/> Volunteer Training          |
| <input type="checkbox"/> Listserve                    | <input type="checkbox"/> Running a Meeting           |
| <input type="checkbox"/> Volunteer Recruitment        | <input type="checkbox"/> Planning Campus Wide Events |
| <input type="checkbox"/> Office Web Page              | <input type="checkbox"/> Planning events/activities  |
| <input type="checkbox"/> Campus Work Days             | <input type="checkbox"/> Coordinating Student Groups |

2. Aside from academic work, what other commitments do you expect to have next year?

3. Please list two adult references (at least one should be a Bryn Mawr staff person, i.e. your dean, a faculty member or a work/study supervisor) and two peer references (at least one should be a Bryn Mawr student) and phone numbers where they can be reached.

Name	Relationship	Phone	Email
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- 1.
- 2.
- 3.
- 4.

**APPLICATION CONTINUES ON THE REVERSE**

## On a separate piece of paper, and preferably typed:

1. Please list, in order of preference to you, the Student Coordinator position(s) you are interested in applying for and why. For each position you are applying for, briefly describe your experience, paid or unpaid, relevant to that field of service or activism. Be sure to include the name of each organization, your responsibilities (including leadership experience), the dates you worked with that organization, and your weekly time commitment.
2. For each position you are applying for, briefly describe how, if you were selected to fill that position, you might promote an atmosphere of service and activism within the Bryn Mawr community. Please include specific outreach and leadership tasks you might accomplish, as well as the ways in which you would present yourself, your work, and the Community Service Office to the Bryn Mawr College community.
3. Briefly describe your other service and activism involvement (past and present) not necessarily related to the position(s) for which you are applying. For example, do you prefer direct service, activism, advocacy, or a combination of the three? What service and/or activism issues are most important to you and why? If you could manifest one element of positive change in the world, what would it be? Be sure to include the name of any organization not listed in question one, your responsibilities (including leadership experience), the dates you worked with that organization, and your weekly time commitment.
4. Please tell us how you think your life is shaped by your racial, ethnic, cultural, and socioeconomic background. How might your status in these categories be similar to and different from those you may work with through this office? How will you try to use your access to power, knowledge, and life experience to benefit and empower those with whom you work?
5. Feel free to add any additional talents, abilities, or interests you have which might enrich the Community Service Office.