

Warren Wilson College
Position Description

POSITION TITLE: Director of the Community Leadership Program (12 months, Full Time)

DEPARTMENT: Service-Learning

REPORTS TO: Interim Dean of Service-Learning

POSITION SUMMARY:

The Director of the Community Leaders Program collaborates with the Associate Dean and the Director of Service-Learning in providing leadership for the Service-Learning Program at WWC. The Director of the Community Leaders Program manages the co-curricular activities of the office that provide regular learning opportunities to the campus. The Director works closely with students on the Bonner Community Leaders work crew. The Director is the primary representative, along with the Associate Dean, to the Bonner Foundation. The Director interfaces actively with students, staff, faculty and community partners in projects and activities that promote civic engagement, deepen the student's service experience, and provide more integration of the Triad.

SPECIFIC RESPONSIBILITIES:

1. Mentors, coordinates and supervises the planning and implementation of daily crew activities, including training, team building, reflection, celebrations, service projects and educational events .
2. Organizes and facilitates new crew member orientation.
3. Develops a comprehensive leadership training each year that helps crewmembers to carryout their tasks and supports them in being engaged community leaders.
4. Supervises the AmeriCorps VISTA volunteer and monitors the implementation of his/her workplan.
5. Coordinates with other departments in designing and hosting campus events that address social and cultural issues.
6. Develops and sustains meaningful relationships with community partner organizations that offer opportunities for issue-based education as well as one-time and on-going service experiences for the campus.
7. Implements bi-annual surveys to community agencies to assess the current partnership and determine areas of improvement. Hosts annual community partner appreciation event.
8. Assists in the fall and winter Service Day/Orientation for incoming students and Sign Up To Serve events.
9. Leads a week long service break trip for the freshmen Bonner Community Leaders and participates as a staff leader in one or more service break trips and or weekend trips as needed.
10. Monitors Bonner Community Fund budget.
11. Ensures timely completion and submission of all Bonner reporting and paperwork.
12. Supervises the AmeriCorps positions on the Service-Learning crew.

13. Manages student files and paperwork for NC-ACTS! students on campus enrolled through the following departments: Education, Social Work & Environmental Leadership Center.
14. Assists Service-Learning crew members on finding appropriate summer service placements.
15. Builds collaborations with community partners and 1)work crews and 2) student life, in order to develop service opportunities across campus.
16. Seeks out effective and creative media to market and promote the activities of the Program.
17. Attends all Bonner Foundation meetings, and national/regional service-learning meetings as requested.
18. Serve as the Service-Learning representative on the Diversity Program Committee & International Programs Committee.
19. Plans and assists in the preparation for the annual Senior Service Awards.
20. Coordinates the design and publishing of the annual Service-Learning Planner.
21. Serves as campus representative for the Kids On Campus Big Brother Big Sister Program.
22. Recommends personnel actions to the Service-Learning staff for student work crew, such as hiring and transfer.
23. Performs other duties as needed

WORKING CONDITIONS

1. Active office environment with 15 – 20 students
2. Some weekend and evening hours
3. Travel with student groups and service trips
4. Supervise wide variety of students (freshmen to seniors)

QUALIFICATIONS

1. Bachelor's Degree required, plus 2-4 years experience in community service/service-learning field.
2. Work experience with college students preferred
3. Excellent communication, organization and supervisory skills
4. Strong interpersonal, and teambuilding skills
5. Proficiency in Word, Excel and Publisher

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