Brock Student Life and Community Experience

Position title
Community Outreach and Service-Learning Coordinator

Student Life and Community Experience
Brock's Student Life and Community Experience department offers programs and services that promote student success through community engagement, leadership development, service-learning and volunteerism. We work strategically alongside community partners (on and off-campus) to develop socially-responsible individuals who strive to enhance the Brock and Niagara experience.

At the core of our department are its people. We thrive on student-driven innovation and on collaborative teamwork between our student leaders and the professional management team.

Position summary
This student position is responsible for maintaining, updating and helping to promote service-learning resources available to the campus and external community through the Service-Learning Resource Centre and associated websites. The Community Outreach and Service-Learning Coordinator identifies and supports groups with existing and/or up-and-coming service-learning activities. This student will liaise with community partners and organizations to set up out-of-classroom learning opportunities for the entire Brock community, which may include but is not limited to service-learning courses and local/international Alternative Reading Week programs. This position will also coordinate community outreach initiatives including Brock Cares Day of Service (Summer/Fall/Spring) and the profiling of local agencies and opportunities through various means (web, print, etc.)

Organizational structure: The Community Outreach and Service-Learning Coordinator is responsible to the Student Life and Community Experience Management Team. From September to April, the Community Outreach and Service-Learning Coordinator will provide peer mentorship to the full student team, working with the Community Outreach and Service-Learning Assistant.

Performance responsibilities

1. **Campus/Community Partnership Development and Maintenance**
    a) Act as a liaison for Student Life and Community Experience and Service-Learning Resource Centre in developing a positive relationship with campus partners, local community organizations and agencies, BUSU clubs, and international organizations and agencies.
    b) Work with community partners to spread awareness about service-learning and develop mutually-beneficial partnerships for related programs (i.e. Brock Cares Day of Service)
    c) Act as a touch point in the Service-Learning Resource Centre for drop-ins or questions from the campus and community.
    d) Gather information and feedback on community partnership experiences; create reports on community outreach initiatives as appropriate.

2. **Programming and team support**
    a) Support Service-Learning initiatives on campus including service-learning based committees.
    b) Work closely with the Community Connections team to execute a variety of community outreach events and initiatives during the year.
    c) Coordinate the service activities that take place during the LEAP summer orientation program.
    d) Summarize evaluations for community outreach activities and programs as required.
    e) Work with the Campus Partnerships and ExperienceBU Coordinator to develop class presentations that faculty can request to have delivered by the Service-Learning Resource Centre.
    f) Work with additional student staff in various portfolios to create well-rounded events and opportunities (i.e. the Marketing team to promote upcoming outreach initiatives, the Learning & Assessment team to ensure participants achieve learning outcomes, the Event team to ensure logistics are well coordinated, the Campus Partnerships team to manage strategic partnerships, participants and volunteers for events, etc.)

g) Meet regularly with the portfolio team (Service-Learning) and area (Community Connections) team.
h) Additional programming/project requirements will be determined by the Student Life and Community Experience Management Team.

3. **Administration**
   a) Maintain accurate information and statistics on co-curricular outreach initiatives and service-learning activities.
   b) Coordinate Service-Learning related resources; maintain, catalogue and improve the Service-Learning website and educational materials (i.e. information on reflective practices).

Requirements

- Maintain an academic standing of 65%.
- Complete necessary documents for the Experience Works program (employment is not contingent on a student being Experience Works qualified).
- Strong interest in community involvement and being an active citizen
- Positive and enthusiastic attitude; must be a team player
- Able to build connections through strong communication skills (both written and verbal)
- Efficient with attention to detail and strong organizational skills
- Creative-thinking
- Takes initiative
- Mentorship skills

Restrictions

- Must be a current Brock student
- Must be able to legally work in Canada

Training provided

- Coordinator training (1 week) includes skills-development and knowledge building in the areas of: customer service, project management, community animation, relationship-building, conflict transformation, communication, portfolio-specific skills, collaboration and group process
- Monthly training and reflection to help digest and deepen your learning

Term of appointment

May 2014 - April 2015

Remuneration

$12.00 per hour

Additional benefits

- Student Leadership & Innovation Commons (SLIC) membership which includes 24/7 access to the workspace, network of student leaders and other supportive resources
- Access to social networks, lots of cool people and ideas
- A chance to work on special projects that catalyze the extraordinary potential of our dynamic Brock community
- $50.00 towards any Foundations in Leadership Practicum Series level (Bronze, Silver, Gold or Platinum)

*** Please Note: There will be a mandatory training program prior to employment start date. ***