

## Job Description

**Title: Service Program Coordinator**

**Center for Servant-Leadership (CSL) Community-Based Service and Learning**

**General Function:** A program coordinator within the CSL is responsible for the overall management and leadership of an on-going service program.

**Qualifications:**

*A CSL coordinator demonstrates a desire to serve and learn as well as a capacity to engage and lead.*

- Have had previous leadership, management, and service experience.
- Served at least one-year in a volunteer program with the CSL.
- Is committed to the program as well as possessing knowledge, enthusiasm, and passion for the program.
- Superior organization and communication skills should be evident, as the position requires partnership and negotiation with a variety of people and institutions.
- Open minded and able to adapt as programs and circumstances are always changing.
- Demonstrates a balance between patience and perseverance.
- Leads and manages through positive example and role modeling.

**Responsibility:**

- Attend and engage in weekly meetings with co-coordinators and advisors of the on-going service programs. (ALL)
- Engage in and attend mandatory coordinator training in the spring and fall. (ALL)
- Facilitate volunteer training and orientation. (LE)
- Plan and execute necessary events and programming. (SE)
- Maintain records and budgets within the program. (SE)
- Engage with community partners to maintain and foster positive, mutual relationships. (SE)
- Participate in the ongoing development and implementation of the strategic plan for the program. (LE)
- Work towards achieving the benchmarks of service outlined by the CSL. (LE)
- Provide opportunities for volunteers and participants to achieve learning outcomes identified by the CSL. (LE)
- In conjunction with the community partner, assess and evaluate the accomplishments and opportunities for change of coordinators, volunteers, and the program as a whole. (LE)
- Supervise volunteers and participants in way that ensures a safe, healthy, positive, and consistent environment. (SE)
- Maintain social responsibility by managing and leading as a positive representation of the St. Peter community, Gustavus Adolphus College, and the Center for Servant -Leadership. (ALL)
- Work in partnership with coordinators, community partners, volunteers, and participants to maintain the program but also aid in its progression and evolution. (SE)
- Communicate appropriately, consistently, and effectively with community partners, volunteers, and participants (SE)

**MAKE YOUR LIFE COUNT**

**Disclaimer**

*The above statements are intended to describe the general nature of job duties and responsibilities typically assigned, identify the essential functions, and list the requirements of this position. They are not intended to be an exhaustive list of all supplemental duties, responsibilities, or non-essential requirements; nor should this document limit the Center for Servant Leadership the right to modify assignments as necessary. This document does not create a contract for the position.*

**Receipt and Acknowledgement**

I acknowledge and understand that:

- The job description provides a general summary of the position in which I hold, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions, I further understand that it is my responsibility to inform Dave Newell at any time that I am unable to perform these functions.
- Job duties, tasks, and work requirements may be changed at any time.
- I have read and understand this job description.

Program Coordinator:

\_\_\_\_\_ Date: \_\_\_\_\_

**(Signature)**

CSL Advisor:

\_\_\_\_\_ Date: \_\_\_\_\_