Leadership Position Description
Academic Service-Learning Coordinator

Purpose:
As an AS-L coordinator, your purpose is to develop and enhance leadership skills by organizing the resources, sharing the passion, and spreading awareness for service-learning.

Position Summary:
Coordinators will work with Academic Service-Learning and direct a multitude of tasks for this developing program. You will work alongside: AS-L Director, other student coordinators of AS-L, students in AS-L classes, professors, community partnering agencies, a Kernodle Center Intern, Outreach Coordinator, and Director of Kernodle Center.

Responsibilities:
- Meet weekly as a team with the AS-L Director and Kernodle Intern
- Make semester presentations at Preparing for Partnerships and AS-L classes at the beginning (and end) of each semester
- Give presentations to AS-L classes on the purpose of AS-L and the placement process (coordinators will be trained for these presentations)
- Facilitate the preparation, placement, and evaluation process throughout the semester
- Facilitate the placement and change of placement of students in agencies and assist in the growth of the relationship when needed
- Maintain relationships with community agencies and AS-L professors on a yearly basis
- Communicate with agencies, students, and professors the concerns of each AS-L component
- Visit partnering agencies during AS-L downtime to become more familiar with their mission and needs
- Help with general office tasks (answering phones, helping people when they come to the office, keeping the office neat, etc.)
- Have an ability to work with minimal supervision

Time Commitment:
As a Coordinator of Academic Service-Learning, you will need to have a minimum of 4 office hours a week; however, due to the nature of the AS-L process, be prepared to commit to 10 hours during the first and last 3 weeks of classes each semester.

Further Questions can be directed to Jen Romano at jromano@elon.edu, or you can stop by the Kernodle Center, Moseley 230 or call x7250.