



The below description is the general duties and expectations of participants in the Leaders in Collaborative Service program. Individual placements will have specific duties based on the needs of the specific agency. Please refer to the attached job description.

General Job Description

LINCS will help manage volunteer coordination, training, scheduling and communication with the Kernodle Center and Elon University. These agency-based student staff will work to enhance the quality, quantity and depth of the student volunteers experiences while serving. LINCS will also provide a stronger, more reliable and more direct campus-community link housed within the community agencies, rather than from a more remote campus location. The LINCS will seek to understand the organizations assets and needs at many levels from attending board and staff meeting to direct service so that he/she can advocate for the agency and plan strategic ways of linking the agency to the research and student resources of the university.

The role of the LINCS is to provide support for the Elon students serving at a particular site. This support may include, but is not limited the following:

- Supervising service hours and schedules of students from academic service-learning courses (ASL), student organizations, Greek organizations, service events and programs, and others who are interested in serving at the agency.
- Coordinating and conducting orientation and training for the student volunteers.
- Serve as a point of contact for student volunteers
- Provide direct service to the organization.
- Leads preparation and reflection sessions when possible
- Participates in the agencies staff meetings, board meetings, etc.
- Works on special projects as directed by supervisors

Compensation

- Gain hands on experience working in a community agency setting
- Participate in monthly reflection and training sessions
- A semester stipend of \$600.00
- Develop skills in the following areas: volunteer management, reflection facilitation, diversity training, leadership, and other identified areas of interest.

Requirements

- Previous experience in an academic service learning course, co-curricular service experience and some leadership experience.
- Must be able to serve a minimum of 10 hours a week.
- Minimum cumulative GPA of 2.75
- Possess, and demonstrate effective oral and written communication skills
- Demonstrated ability to meet deadlines, complete paperwork, pay attention to details, effective time management skills, and a professional demeanor.
- Personal transportation
- Be able to commit to serve for an academic year.