Elon Volunteers! Leadership Position Description
Service Learning Community Director

**Purpose:**
This position will focus on building community across the whole Service Learning Community floor and cultivating leadership within each floor member. You will be responsible for organizing resources, sharing your passion, and raising community issue awareness in order to engage yourself and others in working for positive social change.

**Position Summary:**
The Service Learning Community Director will work with the SLCer’s to provide quality community building programming for the floor. You will serve as a mentor to all first year students and additionally strengthen the relationship between the RA and the SLC floor. Within this position you will work closely with the RA, SLCers, SLMs, the Student Intern and the Assistant Director.

**Duties and Responsibilities:**

**Floor leadership:**
- Recruitment: Plan, strategize and execute fall and spring recruitment events for prospective floor members.
- Oversee SLM recruitment and hiring process with Intern and Assistant Director.
- Develop agenda and facilitate floor wide meetings with RA.
- Co-facilitate weekly SLM meetings with Intern.

**Community Committee:**
- Work with mentees and RA to achieve committee goals.
- Support mentees in publicizing community building programming.
- Cultivate leadership skills within each mentee.

**Communication:**
- Meet regularly with Kernodle Center intern to discuss floor issues, mentee leadership development and community committee (minimum bi-weekly but some periods of the year may require weekly meetings).
- Provide regular, on-going feedback for each mentee through formal means (one-on-ones, email) and informal conversations.

**Training:**
- Participate in required pre-semester staff training and additional supplemental trainings throughout the academic year.
- Develop training opportunities for mentees (using University resources like the leadership office programs or creating own).
- Develop new SLM training/transition program in spring semester.

**Attendance:**
- Attend at least three service projects during each semester.
- Attend and support social and community building programs.
- Work to have a “presence” on the floor. Be approachable to fellow staff and first year students.
- Attend all meetings and workshops
  - Weekly SLM meeting
  - Bi-weekly community meetings
  - Weekly committee meetings
  - Pre-semester training
  - Mid-year training

**Time Commitment:**
This position will require a commitment of at least 3-5 scheduled work hours per week in addition to the informal time commitment of being an active community participant.