Elon Volunteers! Leadership Position Description
Service Learning Mentor

**Purpose:**
This position will focus on developing basic tools of creating a working program and developing an understanding of leadership, sharing the passion, and spreading awareness for local, national, and/or international issues in order to engage in social change.

**Position Summary:**
The Service Learning Mentors will work with the SLCer’s to provide quality service, and reflection activities. You will also serve as a mentor to the first year students. Within this position you will work closely with the SLCer’s, other SLM’s, the SLC director, the Student Intern, and the Assistant Director.

**Duties and Responsibilities:**

**Committees:**
- Work with mentees to achieve committee goals.
- Utilize the “Six Elements of Quality Community Service” in the service project development process.
- Support mentees in publicizing and recruiting SLC members for projects.
- Cultivate leadership skills within each mentee.

**Communication:**
- Email SLC director weekly updates including detailed information on committee meetings and any concerns or issues.
- 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).

**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 (2 absences per semester are excused).
  - 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.