Position Description: Leader in Collaborative Service (LINCS):
Allied Churches

Elon Volunteers! Mission
To provide all members of Elon University campus the opportunity to develop an ethic of service by connecting campus and community through service experiences.

Purpose of Position
LINCS serve a multi-fold purpose as they strengthen the partnership between Elon University and Allied Churches in addition to providing consistent service and presence at the site. LINCS will coordinate student volunteers, serve as a liaison between Allied Churches and Elon, and fulfill the expectations of Allied Churches supervisors. LINCS will serve in furthering the mission and work of Allied churches, a three-tiered organization that includes an Emergency Night Shelter, Good Shepherd Kitchen and the Resource Center. It is a non-denominational agency that works to meet the needs of homeless and disadvantaged in our community to help them gain self-sufficiency. LINCS may be involved in a number of ways: working directly with shelter clients helping to meet their needs (completing intakes), serving in the kitchen to help prepare meals, working in the office on administrative tasks, or helping community members in the resource center with resumes and cover letters. The Allied Churches LINCS strengthens the bond between the organization and Elon as well as providing direct service to the community partner.

Essential Duties/Responsibilities

- Supervise 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
- Coordinate and conducting orientation and training for student volunteers
- Serve as a point of contact for student volunteers
- Lead preparation and reflection sessions with student volunteers
- Participate in the community agency’s staff meetings, board meetings, etc.
- Work on special projects as directed by agency supervisors
- Meet regularly with the Food Security Director and participate in Food Security council meetings
- Maintain effective communication and a positive, sustainable relationship with the community partner throughout the year

For more information about this position contact elonvals@elon.edu
Qualifications

- Able to serve a minimum of 10 hours a week, both in office hours and at the agency
- Comfortable working and communicating with peers and community partners
- Possess and demonstrate effective oral and written communication skills
- Demonstrates ability to meet deadlines, complete paperwork, attention to detail, effective time management skills, and a professional demeanor
- Responsible for having transportation to and from the site
- Able to commit to serve for an academic year
- Previous experience in: an academic service-learning course, co-curricular service and a leadership role (preferred)
- Must be available for the following dates:
  - EV! New Hire workshop: April 10th from 4:15-5:15pm in Moseley 215
  - All EV! Trainings:
    - September 17th from 1-4pm
    - February 16th, 2018, from 3-6pm

*In addition to gaining hands-on experience working in a community agency, LINCS students are also paid $10 per hour for 10 hours a week*

Leadership Agreement

I agree to fulfill the duties required of me as a leader within Elon Volunteers! to the best of my abilities. These duties are listed above. In the event that I neglect or am no longer able to fulfill my responsibilities, I understand that the Kernodle Center professional staff and EV! Executive Directors have the right to remove me from my position. Prior to removal, I understand that I will receive at least two written warnings and will have the opportunity to improve my performance.

By signing below, I agree to abide by all EV! policies and to maintain good disciplinary standing with Elon University for the duration of my leadership role.

Sign ___________________________ Date ____________

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