Position Description: Leader in Collaborative Service (LINCS):
Burlington Housing Authority

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
The Burlington Housing Authority LINCS will support the mission and activities of BHA while also facilitating collaboration with Elon University. The LINCS will coordinate student volunteers, serve as a liaison between BHA and Elon, and fulfill the expectations of BHA supervisors. BHA directs all federal housing projects in the City of Burlington and intends to improve the academic performances of the children served and also works to encourage respect and discipline through the after school enrichment program. The LINCS should expect to further BHA’s mission by participating in school enrichment activities and acting as a resource for additional volunteers.

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 conduct orientation and training for student volunteers
- Serve as a point of contact for student volunteers
- Provide direct service to the partner organization
- 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

Qualifications
- Able to serve a minimum of 10 hours a week, both in office hours and at the agency
- Possess and demonstrate effective oral and written communication skills
- Demonstrate ability to meet deadlines, complete paperwork, attention to detail and effective time management skills
- Comfortable working and communicating with peers and community partners
- Responsible for having transportation to and from the site
- Able to commit to serve for an academic year

For more information about this position contact elonvols@elon.edu
• Previous experience in: an academic service-learning course, co-curricular service and a leadership role (preferred)
• Must be available for the following dates:
  o EV! New Hire workshop: April 10th from 4:15-5:15pm in Moseley 215
  o All EV! Trainings:
    ▪ September 17th from 1-4pm
    ▪ February 16th, 2018, from 3-6pm
    ▪ February 10th, 2017, 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 ____________