Position Description: Leader in Collaborative Service (LINCS):
Salvation Army Boys and Girls Club

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 Boys and Girls Club LINCS serves a multi-fold purpose in their position of partnership between Elon University and Boys and Girls Club. The LINCS will coordinate student volunteers, serve as a liaison between Boys and Girls Club and Elon, and fulfill the expectations of Boys and Girls Club supervisors. The Boys and Girls Club intends to enable youth, especially those from disadvantaged circumstances, to reach their full potential as responsible and caring citizens. The LINCS and volunteers should expect to serve through tutoring, working with children in a recreational environment and offering mentoring relationships to meet individual needs. Additionally, the LINCS will be expected to support the entirety of Boys and Girls Club programs such as, Organized Sports-basketball/softball/cheerleading/step, StreetSmart-gang resistance/awareness, conflict resolution and diversity, Power Hour-homework assistance and tutoring, Money Matters-Middle school finance program, and more. The LINCS will augment the activities of Boys and Girls Club by acting as a resource for student volunteers while also providing direct service to the agency.

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
• 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

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Qualifications
• Must be able to serve a minimum of 10 hours a week
• Possess and demonstrate effective oral and written communication skills
• Demonstrates ability to meet deadlines, complete paperwork, pay attention to detail and have effective time management skills
• Possess a professional demeanor
• 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
• Previous experience in: an academic service-learning course, co-curricular service and a leadership role (preferred)
• Must be available for the following dates:
  o All EV! Training: February 10th, 2017, from 3-6pm

*In addition to gaining hands-on experience working in a community agency, LINCS also receive an hourly rate of $10

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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