Position Description: Leader in Collaborative Service (LINCS):
Cummings High School

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 Cummings High School LINCS serves a multi-fold purpose in their position of partnership between Elon University and Cummings High School. The LINCS will coordinate student volunteers, serve as a liaison between Cummings High School and Elon, and fulfill the expectations of Cummings High School supervisors. Cummings High School is a local school that wishes to improve attendance and the academic performance of its students. LINCS and volunteers should expect to tutor, work in the guidance department, work with science projects, work one-on-one with students as mentors, and assist with small groups. The LINCS will serve directly at the site to meet the needs of Cummings High School supervisors and also work to recruit and facilitate additional volunteers from Elon.

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 Education Director and participate in Education council meetings
- Maintain effective communication and a positive, sustainable relationship with the community partner throughout the year

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
- Demonstrates ability to meet deadlines, complete paperwork, attention to detail and

For more information about this position contact elonvols@elon.edu
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
- Willing 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
    - February 10th, 2017, from 3-6pm

*In addition to gaining hands-on experience working in a community agency, LINCS are paid $10 an 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 ____________