Position Title: Graduate Apprentice, Kernodle Center for Service Learning and Community Engagement
Department: Kernodle Center for Service Learning and Community Engagement
Supervisor: Assistant Director of Student Community Engagement Programs
Office Location: Moseley Center 230

Kernodle Center for Service Learning and Community Engagement

The Kernodle Center for Service Learning and Community Engagement, in partnership with local and global communities, advances student learning, leadership, and citizenship to prepare students for lives of active community engagement within a complex and changing world. This preparation is grounded in an ethic of service that appreciates multiple perspectives, creates opportunities that are affirming and empowering to all, and responds to the needs of our diverse communities.

The Kernodle Center houses the Academic Service Learning program and Elon Volunteers!, the university’s student-run and student-led umbrella organization for service. The Kernodle Center staff consists of the Assistant Dean/Director, Associate Director, Assistant Director for Community Partnerships, Assistant Director of Student Community Engagement Programs, Program Coordinator, Program Assistant, 3 student Executive Directors, and 140+ student leaders who work in partnership with community agencies. For more information visit our website at: www.elon.edu/service.

Position Description

The Graduate Apprentice will provide leadership for co-curricular programs in the Kernodle Center for Service Learning and Community Engagement. These programs are designed to develop the next generation of engaged citizens and scholars dedicated to partnering with communities to create innovative solutions to society’s most pressing challenges. This position will support first-year service initiatives and alternative breaks, and provide leadership to deepen student experiences within Elon Volunteers!, while also supporting general Kernodle Center programs and initiatives. The Apprentice will also be encouraged to take advantage of professional opportunities offered through the University and North Carolina Campus Compact, such as local and regional conferences and networking events.

Primary Duties First-Year Service Initiatives

- Provide leadership and develop new strategies to increase outreach to first-year students. Specific responsibilities include:
  - Develop training materials to enhance professional development of Student Ambassadors team consisting of 5-7 students each year, who are responsible for campus outreach Oversight and marketing of the Get on the Bus Program, which provides service opportunities to local community partners during the fall semester
  - Make presentations to students and campus partners
  - Conduct best practices research to learn more about how other community engagement offices at other campuses are engaging first-year students in order to explore implementation for new ideas, events, or programs
Develop a marketing/outreach strategy to reach key offices and programs across campus that work closely with first-year students in order to increase their engagement in service.

Develop strategies to develop a leadership pipeline to direct first-year students into leadership roles within the Kernodle Center.

- Co-advise the residential Service Learning Community (SLC) through direct support of student director and three coordinators who provide leadership for our living learning community. Specific responsibilities include: support SLC move-in and orientation, create additional community-building ideas for floor, devise tools to assess learning of fall and spring semester service opportunities, and participate in floor activities including service and social events.

**Kernodle Center and Elon Volunteers!**

- Coordinate or support implementation of annual Kernodle Center community engagement events including, but not limited to: Rise Against Hunger, MLK Day of Service, and Special Olympics.
  - Coordinate MLK Day/Week of service projects
  - Serve as Kernodle Center staff representative on the MLK Planning Committee

- Provide leadership and develop a strategy for support and development of Elon Volunteers! student coordinators (approximately 100 students each year)

**Alternative Breaks**

- Support all aspects of alternative breaks including but not limited to: pre-program development, resource development for coordinators, and re-orientation for participants.

- Advise 2 of the student directors for Alternative Breaks whose roles focus on education and leadership development for 12-14 student coordinators, and provide support and training for 80+ student participants

- Serve as a teaching assistant for GBL 192, a fall semester course for student coordinators who lead alternative break experiences.
  - Develop and implement lesson plans for course sessions to support coordinator development on topics such as: social justice and inclusion, leadership development, and outreach/recruitment

- Serve as a teaching assistant for GBL 191, an optional half-semester spring course for student participants (typically 15-20 students enroll) selected to participate in alternative breaks
  - Develop and implement lesson plans for course sessions to support participant preparation on topics such as: sustainable service, social justice, and social change

- Conduct best practices research for developing and piloting one day alternative breaks to increase access and opportunities for student to participate

**Other Duties**

- Meet weekly with supervisor to receive guidance on work and reflect on learning

- Develop an annual professional development plan with supervisor in order to connect apprenticeship with coursework and career goals

- Complete end of semester evaluations focusing on future areas for growth and learning

- Attend weekly Kernodle Center staff meetings and semester retreats
• Attend weekly Elon Volunteers! Executive Director meeting and student trainings and major events that occur each semester
• Create strong partnerships within student life, academic affairs and alumni engagement departments.
• Support implementation of institutional, Student Life, and Kernodle Center priorities
• Participate in institutional divisional, or departmental workgroups/committees as assigned
• Other duties as assigned by the Assistant Director, Associate Director, and/or Assistant Dean/Director of the Kernodle Center