



STUDENT STAFF POSITIONS, 2012-2013

(position descriptions subject to change)

SERVICE COORDINATOR (SC) POSITION DESCRIPTION:

Scope of Position:

All Service Coordinator positions are 15 hour-per-week, paid positions. By working as a team to provide a wide variety of well-planned service experiences, the student staff of the Center for Community Service and Justice strives to engage students in education through service for a just and equitable world. The primary role of the Service Coordinator is to act as a liaison between community agencies and Loyola University. Service Coordinators also provide the support necessary to volunteers to ensure that they have a meaningful learning experience. This includes communicating with the agency, facilitating the placement and transportation of volunteers, and helping volunteers to reflect on their experiences by thinking about the broader social justice issues inherent at their site.

General Responsibilities: (specific position descriptions follow):

- Serve as a liaison between Loyola University and specific agencies or programs in the Baltimore community.
- Recruit and involve students, faculty and staff in service with the Baltimore community.
- Work with community agencies to arrange orientation and training programs for volunteers prior to their service involvement.
- Work with Center for Community Service and Justice and community agency staff to coordinate ongoing opportunities for volunteers to ask questions and reflect on their service experiences.
- Help volunteers to articulate connections between service experiences and related social justice issues.
- Plan advocacy and educational events aimed at educating volunteers about social justice issues inherent at their site/program.
- Participate in direct, ongoing service with the Baltimore community (preferably in assigned agencies/programs).
- Serve as an advocate for the agency by sharing newsletters, one-time event opportunities, and fundraisers with full-time staff members within CCSJ as well as the larger Loyola campus community (if relevant).
- Keep in regular contact with volunteers to answer questions, provide information, and ensure their experience is going well.
- Gather and report relevant statistics on each volunteer and program.
- Assist with the planning and implementing of Center for Community Service and Justice events including one-time events, Community Service Fairs, and Service Coordinator staff selection.
- Support campus and community sponsored programs, events and lectures that address issues related to social justice and community service.

- Work with faculty integrating community service into the curriculum as determined by the Center staff.
- Participate in weekly staff and supervision meetings, biweekly student staff reflection groups, training sessions prior to and throughout the academic year (in-services).
- Keep a specified number of office hours to handle walk-in traffic, answer telephones, and assist with office projects.
- Serve as a link between the Center for Community Service and Justice and other campus organizations (Student Development, ALANA (African, Latino, Asian, Native American) Services, etc.).

Position Descriptions for Specific Programs:

Adult Education/Women's Issues (Caroline Center, House of Ruth, Sarah's Hope)

This position coordinates volunteers for agencies that work with women and their children in Baltimore City. The Caroline Center offers GED classes and job training to women who are living in poverty, helping them to gain the tools, self-esteem and knowledge necessary to obtain employment; volunteers tutor women in basic math and reading during morning GED classes. House of Ruth is a shelter for women who have experienced domestic violence, and Loyola volunteers play with and supervise the children who are staying in the shelter while their mothers are at work or class. Sarah's Hope is a shelter for women and children where volunteers have the opportunity to with children during activity sessions in the evenings.

Beans and Bread Center & Our Daily Bread

This Service Coordinator position plays a central role in Loyola's longest running partnership with a community-based agency, the Beans & Bread Center. This position coordinates the operation of the Beans and Bread meal program on the last Sunday of each month and helps connect volunteers on selected Saturdays. This Service Coordinator helps to place students in the Beans and Bread front room on Wednesday afternoons to organize games such as playing Bingo, cards, etc. This Service Coordinator also serves as a contact for Our Daily Bread, the largest meal program in Maryland, which is affiliated with Catholic Charities, coordinating the recruitment and placement of volunteers in the Our Daily Bread Meal Program and the Christopher Place Monthly Dinners.

Best Buddies College Buddy Director

Best Buddies International is a program designed to promote friendships between college students and persons with intellectual disabilities. Through frequent one-to-one activities and occasional group events, Best Buddies enhances the social and recreational lives of all people involved. The College Buddy Director serves as the student leader for Loyola's Best Buddies campus chapter. The CBD's responsibilities include recruiting and supporting a leadership team and all student members, planning monthly events both on campus and around the city, maintaining regular contact with Best Buddies and the faculty advisor, and ensuring that all members have a positive and enriching learning experience. Preference is given to current or former Best Buddies members. Must be available to attend the Best Buddies Leadership Institute in late July (travel expenses paid by CCSJ).

Care-A-Van and Viva House

This Service Coordinator works with Care-A-Van, a program where a small group of Loyola students go into the heart of Baltimore City on Monday and Wednesday nights to offer food, drinks, and conversation to women and men who are living on the streets. This Service Coordinator also recruits volunteers to make sandwiches on Monday and Wednesday afternoons. Additionally, this Service Coordinator helps to coordinate an on-going food drive for Viva House, a Catholic Worker house of hospitality in West Baltimore, and recruits and places volunteers in their meal program.

Choice College Night Program & St. Ignatius Loyola Academy

This position coordinates opportunities for Loyola volunteers to serve as mentors in the Choice "College Night" program one night per week on the Loyola campus (Thursday evenings from 5-8pm). Faced with under-resourced schools, reduced access to health care and sub-standard housing, children who are economically poor in Baltimore are at greater risk of leaving school before they earn their high school diploma. The Choice program works with at-risk adolescents to help provide the support they need to pursue their education. St. Ignatius Academy is a unique middle school for boys from low-income families. The Service Coordinator recruits, places, and supports volunteers who are needed to assist with the Wednesday evening Homework Club at St. Ignatius (Wednesdays, 3:30-5pm). The Service Coordinator also serves as a volunteer resource and liaison in support of other after-school activities at the school. At minimum, applicants should be available on Thursday evenings (from 4-9pm) and Wednesday evenings (from 3-6pm). Prior experience with a CCSJ-sponsored youth program is required to apply for this position.

Community Service Council

The Community Service Council (CSC) creates opportunities for Loyola volunteers to take part in a series of one-time service events such as Blood Drives, the Good Stuff Campaign, Thanksgiving Food Drive, Halloween events, Special Olympics, stream clean-ups, and bingo nights at a local senior citizen center. The events are typically large in size and scope and require good communication and organizational skills. Because the events are on campus, they provide an easy opportunity – particularly for first-year students – to get involved in community service. The SC works closely with the Service Coordinators for GEDCO, Thanksgiving Food Drive, Best Buddies, and Service Coordinators for most of the CCSJ-affiliated youth programs.

Cristo Rey Jesuit High School

Cristo Rey Jesuit High School provides students from low-income families with an affordable, college preparatory, high school education by enabling them to earn most of their tuition by working in a corporate office one day each week. Several students are placed at Loyola each year. Cristo Rey also relies on assistance from a number of community volunteers to help with all aspects of the school. The Service Coordinator recruits volunteers to tutor students in academic subjects as well as to prepare them for college entrance, and also coordinates occasional field trips to Loyola's campus for enrichment opportunities.

Frederick Ozanam House and Don Miller House

The Frederick Ozanam House (FOH), a program of the St. Vincent DePaul Society, provides transitional housing and outreach services to men who were formerly homeless. This Service Coordinator coordinates social and educational opportunities for Loyola students to interact with

FOH residents. This Service Coordinator also recruits volunteers for the Don Miller House, a residence a few blocks from Loyola's campus for men and women living with AIDS.

Govans Ecumenical Development Corporation (GEDCO)

GEDCO is a partnership of faith communities whose mission is to provide affordable housing with supportive services and to meet emergency needs of community residents. The Govans community is Loyola's closest neighborhood, and this position coordinates service opportunities for Loyola volunteers to be good neighbors and help build nurturing communities. Opportunities include work with men who are formerly homeless living at Harford House, a supportive permanent housing facility, and food and emergency services through CARES Food Pantry. This position works closely with the Service Coordinator for Loyola's Thanksgiving Food Drive which supports 200 families.

Habitat for Humanity (Two positions)

Located in West Baltimore, Sandtown Habitat for Humanity is one of more than 1200 affiliates of Habitat for Humanity International. Its purpose is to eliminate poverty housing from Sandtown, increase homeownership and improve the health of the community through housing rehabilitation, projects undertaken jointly by volunteers, and the families who will then assume ownership of the homes. The focus of the position is to organize, educate and facilitate volunteers each Saturday to complete the rehabilitation of a house Loyola sponsors and completes within the academic year. The two Service Coordinators for Habitat also coordinate fundraising efforts for the program.

Health Leads Program Coordinator

This position serves as the Loyola campus leader of Health Leads (HL), as well as the HL liaison to CCSJ. The Program Coordinator (PC) ensures the quality of the HL model in programs by providing support for the HL Loyola Campus Coordinator and student volunteers. The Program Coordinator (1) sets the vision for the campus, (2) collaborates with CCs on other campuses in Baltimore and across the 10 campuses nationally to share best practices and support each other in the role, (3) develops new volunteer leadership, (3) builds relationships and develops community partnerships, (4) communicates with volunteers, program coordinators, CCSJ, and HL staff, (5) leads recruitment efforts on campus, and (6) serves as a warehouse of information to push HL programs to make a greater impact. Prior Health Leads experience is required to apply for this position. Must be available to participate in a weekend leadership retreat at the beginning of each semester and attend as-needed reflection sessions during the semester.

Hispanic Programs (CASA of Maryland, EBLO, Esperanza Center)

The 1980's brought a large wave of Hispanic immigrants to Maryland increasing the Hispanic population by 93%. By 1995, the Hispanic population in Maryland was officially reported as 172,000 people, though the actual number is likely much higher. This position coordinates opportunities for Loyola volunteers to be a part of the work of a group of agencies dedicated to helping unleash the potential of Baltimore's Hispanic community through tutoring, job training and advocacy programs. Specifically, this Service Coordinator works with Education Based Latino Outreach (EBLO), Esperanza Center, and CASA of Maryland.

Hunger and Homelessness Awareness

This Service Coordinator is responsible for coordinating and implementing Hunger & Homelessness Awareness Events on and off campus as needed (i.e. Hunger Banquet, Fast & Sleep Out, etc.), in collaboration with members of the CCSJ, Loyola and Baltimore communities. This Service Coordinator serves as a student representative on the Stop Homelessness And Reduce Poverty (SHARP) Coalition, if class schedule allows. Additionally, this student will be available for presentations and other educational opportunities related to hunger and homelessness awareness. Prior experience as a CCSJ student leader or student staff member is required to apply for this position.

Ignatian Solidarity Network

This Service Coordinator provides organizational, administrative and educational support in planning and implementing the weekend trip for the Ignatian Family Teach-In. This position recruits, prepares and provides follow-up for participants, organizes fund-raisers to offset the costs of the trip, keeps informed about current issues related to the theme of the Teach-In, and helps increase awareness of such issues in the broader Loyola community. Prior participation in an Ignatian Family Teach-In preferred. During the beginning of the fall semester, this position also helps with various CCSJ orientations for other groups on campus.

Mother Seton Academy (Two positions)

Mother Seton Academy is an innovative, tuition-free, Catholic middle school for culturally diverse boys and girls who come from low-income homes. Extended day, small classes, personal attention, variety of teaching strategies, and field trips are the backbone of the curriculum. Class size is limited to 15 students per class with no more than 30 students in a grade. These positions coordinate the involvement of Loyola volunteers as afterschool tutors, mentors, volunteer teaching assistants, and fitness mentors. The after-school tutoring program (called Homework Companions) operates Monday through Thursday, and the mentoring and fitness programs operate for 6-7 Fridays throughout each semester, typically from 2:30-5:30pm. One person will lead the mentoring program, and one will lead the fitness program; both will share responsibilities for all other volunteers. Working as a team, the two Service Coordinators will ensure the overall success of the programs. At minimum, applicants must be available on Friday afternoons from 2-6pm.

Mt. Washington Pediatric Hospital

This Service Coordinator recruits and places volunteers for Mt. Washington Pediatric Hospital, helps students connect with other area hospitals, and continues contact with Healthcare for the Homeless. Mt. Washington Pediatric Hospital provides inpatient and outpatient services for children with chronic diseases, physical disabilities, birth defects, and chronic neurological disorders. This position also works closely with the Service Coordinator for MWPH and Thanksgiving Food Drive and the Pre-Health Society. Prior experience with MWPH is preferred.

Mt. Washington Pediatric Hospital and CARES Thanksgiving Food Drive (Fall only; may consider full year)

This Service Coordinator works in collaboration with the Mt. Washington Service Coordinator, the GEDCO Service Coordinator as well as the CSC Service Coordinators. For the first 6 weeks of school, this position works closely with the Mt. Washington Hospital (MWPH) Service Coordinator

to recruit and place volunteers for Mt. Washington Pediatric Hospital. Mt. Washington Pediatric Hospital provides inpatient and outpatient services for children with chronic diseases, physical disabilities, birth defects, and chronic neurological disorders. Because the initial screening process is time-intensive, extra help is needed at first. In early October, this position stops working with Mt. Washington and begins working with the GEDCO Service Coordinator to coordinate the Thanksgiving food drive. This allows the CARES Pantry to be able to offer about 200 families and individuals or couples to have a Thanksgiving bag of groceries. This is a very intense project and this position can greatly support the other Service Coordinators who are coordinating many other projects at the same time. This position requires good organizational, collaboration, and communication skills; also works closely with Sodexo food service to help solicit campus donations.

Outreach

The Outreach Service Coordinator works on a variety of projects that educate the campus community about opportunities for involvement in service and justice work, including the fall and winter Community Service Fairs, coordination of the FE 100 class service opportunities, publicity of the One-Time Service Packet and volunteer recruitment in the residence halls. The position will involve organizing, communication with a variety of groups, and coordinating, as well as public speaking and conducting orientation and reflection sessions for groups scheduled for service experiences. The position offers many opportunities for creatively promoting CCSJ's work on campus, looking for new ways to raise awareness of and interest in service. The person in the Outreach position will be, in many settings, the "face" of CCSJ on campus.

Presence for Christmas/Good Stuff Campaign

This position provides support to two specific programs: Presence for Christmas, Loyola's annual holiday gift-giving program, and the Good Stuff Campaign, a campus-wide donation collection program in the Spring semester. Each year, these programs enable the campus community to donate more than \$60,000 worth of resources to the local community. Responsibilities include assisting with marketing, educational, and publicity efforts around campus, including using digital media and website management software; organizing student planning committees; maintaining contact with community partner representatives; working closely with other student staff members and campus partners; assisting with delivery and pick-up of donations; and maintaining a broad level of awareness about how these programs fit into the Jesuit mission of the university.

Refugee Youth Project (Two positions)

Every year, approximately 400-500 refugees are resettled in Baltimore. The Refugee Youth Project is an after-school and summer program that serves some of those refugees between the ages of 4 and 21. For two hours a day, four days a week, refugees receive academic tutoring and acculturation support from trained volunteer tutors. The Refugee Youth Project not only meets after school, but it also seeks to further enrich the lives of Baltimore's refugees by providing extra-curricular weekend activities and service-learning opportunities. Weekend activities include soccer tournaments, trips to local cultural institutions and historical places of interest. The Service Coordinators recruit tutors/mentors and work-study students and organizes motor pool for Loyola students who volunteer at three different RYP after-school programs around Baltimore which are typically scheduled from 3:30-5:30 pm, Monday through Thursday. The SCs also organize a winter coat drive and sell RYP greeting cards on campus to raise program funds.

Service-Learning

This Service Coordinator will assist the Office of Service-Learning in CCSJ to maintain and develop partnerships for service-learning courses. Working closely with the Assistant Director of Service-Learning, the SC will be responsible for serving as a liaison with selected service-learning partners each semester (possible partners may include HeadStart SouthEast, Govans Elementary and Episcopal Community Services of Maryland). The SC will assist faculty members by coordinating service placement, preparation, and transportation for students serving at specific service-learning sites. The SC will lead service-learning preparation sessions at the beginning of each semester. The SC will also assist the Office of Service-Learning with record-keeping, presentations, partner assessments and assorted tasks associated with service-learning courses.

St. Ambrose Center (Two positions)

These positions coordinate the involvement of Loyola volunteers with the youth and adult education programs of the St. Ambrose Center in the Park Heights neighborhood of Baltimore City. A comprehensive family outreach center and program of the St. Vincent DePaul Society, St. Ambrose has been on the forefront of community development efforts in Northwest Baltimore for over 25 years. These positions are responsible for recruiting, placing, and supporting after-school tutoring and teen program volunteers, work study students, GED tutors, and coordinating a swim program that brings children from St. Ambrose to campus twice per week for swimming, dinner and socializing (Tuesday and Thursday, 6-8pm). Working as a team, the two Service Coordinators will ensure the overall success of the programs. At minimum, applicants must be available for at least one swimming night and one afterschool afternoon each week.

UNITE, SOS & Meet and Eat (Immersion Programs)

This position coordinates all aspects of the UNITE (Urban Needs Introduced Through Experience) weekends (one or two per semester) including recruiting, pre and post meetings, and logistics. One of these UNITE weekends will be called Retreat to the Streets, and will explore the connections between spirituality and service. Additionally, this Service Coordinator organizes and publicizes one Meet and Eat dinner per semester, and to coordinate post SOS (Student Orientation to Service) meetings throughout the year. Prior participation in a SOS or UNITE program is required to apply for this position.

CREATIVE ASSISTANT (CA) JOB DESCRIPTION:

Position Scope:

The position requires a time commitment of approximately 8-15 hours per week, usually between the hours of 9am and 5pm, Monday through Friday. Both work-study and non-work study applicants will be considered.

Primary roles of the Creative Assistant are generating, revising and further enhancing publicity materials, i.e. flyers, Facebook, YouTube as necessary. This includes maintaining an adequate stock of publicity materials, and being assigned to specific project tasks by CCSJ professional staff, service coordinators. Our CA's main goal is to support CCSJ in striving to establish its identity on campus. While specialization opportunities exist for Print, Multi Media and Social Media creative assistants, applicants should understand that they may be asked to perform tasks outside their concentration as needed.

Applicants should expect to apply their talents to the following areas: graphic design, page layouts, branding, 2D print media, advertisements or publication design, copy editing, writing and creative marketing solutions. Experience in community service and interest in social justice issues is highly preferred, but not required.

Desired Background:

The ideal candidate is one with a background in one or more of the following subjects: Advertising, Public Relations, Communications, Journalism, Digital Media, Writing, Business or Marketing. However, applicants from all majors and minors are encouraged to apply if interested. All applicants should have working command of Adobe Photoshop, and while experience with Adobe Illustrator, Bridge or InDesign is preferred, it is not required.

Creative Assistant Specialization Opportunities and Responsibilities:

1. Print Specialist

- Design and print flyers, posters, postcards and Greyhound Newspaper advertisements for full-time and student staff.
- Working with full-time staff to update and optimize official printed materials such as handbooks, brochures and binder covers.

2. Multi Media Specialist

- Take photos and videos. Process and maintain publicity photography and videography database for CCSJ events and programs.
- Proficiency in Adobe Premier Pro, Final Cut (Pro/Express), and experience with "After Effects" is preferable but not necessary.

3. Social Media Specialist

- Design, upload and maintain web banners and box advertisements for events on CCSJ's website.
- Maintain and update online presence through CCSJ's website, online communities, i.e. Facebook and YouTube.

4. Project Manager

- Oversee proper distribution of all printed materials from start to finish.
- Manage and keep track of project requests.
- Serve as a liaison between Creative Assistant team and Central Duplicating.

General Responsibilities:

- Maintain professional correspondence and status updates with CCSJ professional staff and student employees.
- Consult and advise with the office in marketing, publication design and publicity methods.
- Attend bi-weekly meetings with supervisor.
- Research marketing methods to optimize target market outreach.

STUDENT ASSISTANT JOB DESCRIPTION:

Scope of Position:

All Student Assistant (SA) positions are 7-15 hours per week, paid positions. Primary roles of the SA are (1) to staff the front desk and (2) to work as a team with other SAs to provide clerical and administrative support to CCSJ professional staff and service coordinators. Additionally, each student assistant may be assigned specific project tasks which pertain to the steady operation of the Center. SAs support CCSJ in striving to establish a welcoming and safe environment which fosters education through service.

Desk Assistant Responsibilities:

- Gain a full knowledge of CCSJ and CM staff and programs
- Greet visitors with hospitality (answer questions, take messages, refer to staff members)
- Keep the office lobby clean and organized
- Check ccsjsa@loyola.edu email daily and respond or refer questions accordingly

Administrative Assistant Responsibilities:

- Office support: post flyers around the campus, run errands, bulk mailings, make copies
- Office maintenance: stock paper in copiers and faxes, check and stock office supplies, help to keep office clean and organized (including kitchen area), water plants.
- Check in with and assist Center staff with projects and tasks
- Check ccsjsa@loyola.edu email daily and respond or refer questions accordingly

POSITION DESCRIPTIONS FOR SPECIFIC TASKS

(1) Motor Pool

- Submit "Motor Pool Request" for volunteers on Parking and Transportation website
- Forward "Motor Pool Approval" to the volunteers when it has been approved by Parking and Transportation Department
- Cancel "Motor Pool Request" in the Parking and Transportation website as required
- Respond respectfully to any requests with less than 7 days advance notice

(2) Bridge Project

- Reply to the in-coming letters from inmates who request information booklets for the meditation in Prison. This booklet is produced and provided by Dr. Drew Leder, a Professor in Philosophy Department
- Once letters have been replied to, send original copies to Dr. Leder via campus mail

(3) Website Maintenance

- Attend training of new website maintenance software as required
- Update CCSJ website as required

(4) Office Supply Maintenance

- Re-stock paper supply in the cabinet and re-fill paper in printers and copy machine
- Maintain CCSJ storage closets and keep track the inventory list
- Re-fill forms and booklets displayed at the front desk or in trays

(5) Office Cleanliness and Organization

- Coordinate the schedule for cleaning the kitchen and refrigerator area
- Organize in-coming faxes, mails, newspapers, and magazines

(6) Student Staff Relations

- Coordinate birthday card circulation for all student staff
- Check and clean the out-dated ccsjsa@loyola.edu email/projects
- Organize CCSJSA-task H drive folder

(7) Library

- Organize and promote CCSJ library
- Update the catalog online