CS-L SERVICE COORDINATOR
HIRING INFORMATION SESSION

WELCOME!
Hiring Logistics

Applications due to the Community Service-Learning Office (Wilson 204) by Friday March 21st by 3:00pm

Priority given to:
- Applicants who attend CS-L hiring information sessions

**Hiring for:** Disability Services, Hunger & Housing Services, and Youth Empowerment Services

“The best way to find yourself is to lose yourself in the service of others.”
-Mahatma Gandhi
Disability Services

- Disability Services is focused on providing opportunities to interact with adults with disabilities and the available services for them. The agencies within this area are mainly focused on adults and children with physical and mental handicaps in residential, learning, occupational and recreational areas.
Focused on providing opportunities to interact with community members that are homeless, food insecure, refugees and/or low income persons/families in order to help them obtain basic needs. Service placements include homeless shelters, food banks, community centers, etc.
The area of Youth Empowerment Services provides an excellent opportunity for students to interact with various communities within the area focused on children. Service opportunities can range from tutoring children or working with the Boys and Girls Clubs.
Job Description: SC what you will do

- Attend August 2014 week-long training
- Coordinate service placements: class requirements & non-class requirements
- Constant communication with faculty, students, agency representatives, supervisor and co-workers.
- Class visits and Prep Meetings
- Maintain accurate database
- Site Visits
- Plan & facilitate Reflection Meetings
- CS-L Committees
Service Coordinator Office Requirements

- Maintain 10 hours per week. This includes 6 office hours for administrative tasks and office coverage, and 4 hours for site visits, community development, committee work, and a variety of other tasks.
- Attend All-Staff Meetings
- Bi-monthly SC meetings & one-on-one’s with GA
- Weekly SC report
- Inter-office communication
- Committee Meetings
Qualities of a Service Coordinator

“Whoever renders service to many puts himself in line for greatness, great wealth, great return, great satisfaction, great reputation, and great joy.”

-Jim Rohn

- Integrity
- Professionalism
- Commitment/Dedication
- Creative
- Takes initiative
- Passion for service
- Good people skills, personable
- Leadership & facilitation skills
- Organized/good time management skills
- Detail oriented
- A team player
- Ability to relate to a diverse population
- Flexible and ability to work independently and interdependently
"We reflect to understand where we have been, what we have gained, and where we go from here."

-Gerry Ouellette
Timeline

- February 24\textsuperscript{th} Applications made available at [www.jmu.edu/csl](http://www.jmu.edu/csl)
  - Located under the events tab under \textbf{Service Coordinator Hiring}

- March 21\textsuperscript{st} by 3:00pm Applications Due to Wilson 204

- Group Interviews: March 24\textsuperscript{th} through March 28\textsuperscript{th}

- Individual Interviews: March 31\textsuperscript{st} through April 10\textsuperscript{th}
If hired…

- You will begin shadowing during the month of April
- You will be required to attend the August Training (week before classes begin)
- Applications found on our website: www.jmu.edu/csl
- Questions, comments, concerns?
THANKS FOR COMING!

ANY OTHER QUESTIONS EMAIL LAUREN @ PESTALR@DUKES.JMU.EDU

Good luck & we hope to see you again!