

**Student Employment Job Description
Lawrence University Center for Community Engagement and Social Change (CCE)
Service Corps Program**

Academic Year	2019-2020
Name of Position	Service Corps Programs Coordinator – Access to the Arts
Rate of Pay	\$8.50 – 8.90/hour, plus \$1,000 education award at completion of 300 hours
Hours per week	10 hours/week (5 hours in community, 5 hours on campus); 300 hours in 19-20 academic year required
Employer name/address	Center for Community Engagement and Social Change (CCE) 711 E. Boldt Way Appleton, WI 54911
Supervisor name/title	Kristi Hill, Director of Center for Community Engagement and Social Change + the Fox Cities community partners
Application Instructions:	Complete application online at go.lawrence.edu/volunteer and click on “employment” by 9/20/19. Interviews may follow.

POSITION DESCRIPTION

Under the direction of the Director of Center for Community Engagement and Social Change at Lawrence University and the Fox Cities community arts-focused organizations, work independently to develop a deeper understanding of the benefits of the arts, assets and challenges of arts programming/outreach in the Fox Cities and potential campus-community partnerships. Serve in various different capacities at organizations devoted to the arts and contribute to the mission of the organization, understand the root issues addressed by the organizations and make connections between the needs of the organizations and the interests of Lawrence students.

Summary of Essential Job Functions:

- Serve as the primary liaison between the LU CCE and the following Fox Cities organizations: Boys and Girls Club of the Fox Valley (especially the Fine Arts program) and the Building for the Arts.
 - Oversee the existing fine arts programs provided by Lawrentians at the Boys and Girls Club of the Fox Valley (studio art, visual arts, music, theater, dance, etc.). Recruit Lawrence students to provide instruction, provide required orientation and training, retain and support volunteers, and recognize and track their impacts.
- Advise and potentially oversee the Artists Building Bridges in Appleton (ABBA) program. In consultation with student participants: recruit and train all new volunteers, assist with ABBA budget through LUCC, coordinate transportation and participate in service projects.

- Lead the Viking Ambassadors in Service and Engagement (VASE): ARTS program that aims to get first year students volunteering, making connections, and learning about issues in the Fox Valley community.
- Maintain and promote “service through performance” volunteer opportunities and act as an incubator of new ideas for volunteers interested in performing at untraditional locations.
- Learn about Lawrentians’ current involvement and interests in the arts by identifying conservatory groups and LUCC organizations and attending group meetings
- Recruit or retain a minimum of 20 Lawrentian volunteers to serve at organizations and support and recognize their efforts
- Seek to understand the root causes contributing to a lack of arts education/programming through research and meetings with community experts
- Utilize cause marketing, guerrilla advertising strategies, as well as more traditional marketing strategies to engage other Lawrentians around the arts
- Attend weekly on-campus training discussions around topics such as ethical volunteering, social change model, reciprocity, models of poverty, issue area presentations, etc.
- Maintain administrative reports including: Give Pulse volunteer software management, Service Corps timesheet, paperwork required of community agencies, etc.

QUALIFICATIONS (minimum requirements)

- Ability to establish and maintain effective working relationships with a large number of organizations and individuals
- Have strong time management skills, communication skills, organization skills
- Ability to work independently with minimal supervision
- Students eligible for federal work study strongly preferred
- Have and maintain a 2.5 GPA and must be on campus all 3 terms of academic year 2019-2020
- Must be available at least 1 day/week from 3:30-6 pm
- Must pass any background checks/screenings required by organizations
- Volunteer experience preferred

SKILLS ACQUIRED

In this position, students can expect to work independently, use creativity and connections to execute new ideas, receive trainings on volunteer management and community development, and strengthen skills in building relationships, self-reflection, project management, and knowledge of social justice work.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.