

# APPLICATION INFORMATION

## Program Coordinator '09-'10

*The Center for Public Service*  *Gettysburg College*

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### OVERVIEW

At the heart of the mission and learning goals of Gettysburg College lies the value of civic engagement -- encouraging students to live energetic, engaged, and enlightened lives; exploring local and global citizenship; and practicing the arts of democracy. To this end, students are encouraged to develop critical thinking skills, broad vision, effective communications, a sense of the inter-relatedness of all knowledge, sensitivity to the human condition, and a global perspective. In addition, students are encouraged to value a lifelong commitment to service. The mission of the Center for Public Service (CPS) is to engage students, community members, faculty and staff to facilitate partnerships, education, critical thinking, and informed action. Through these alliances, we aim to foster social justice by promoting personal, institutional, and community change.

Student leadership, provided by CPS Program Coordinators, is central to all CPS programming. Gettysburg College can only be active in community life with strong student voice and action, embedding student-community work in the culture of our campus. Students find voice and the power to find solutions for issues that are important to them -- educating, challenging, and encouraging their peers to continually explore community work, advocacy, and change.

CPS realizes that in order for Program Coordinators to organize and lead the student body in meaningful volunteer opportunities, a strong partnership is needed with community agencies. Our student leader structure is organized so that each Program Coordinator is assigned to a cooperating agency. He/she serves as a liaison between other Gettysburg College volunteers and the agency. CPS believes that the following core elements are integral to each partnership.

- **Reciprocity.** We believe that partnerships should be mutually beneficial. The community agency partner, Program Coordinator, and the Center for Public Service should work together to plan and implement experiences so that equitable attention is paid to the agency's needs and the educational value for the student participants.
- **Reflection.** As is often recognized and discussed, service is not politically neutral, simple, or a common ground for the many perspectives found in our world. Rather, service brings individuals together in forums for community development and action, and challenges some to wrestle with why "service" is needed. Ongoing reflection on the service, the population being served, and related social issues facilitate the deepest level of learning.
- **Sharing.** Sharing of the experiences -- whether it is a report, an explanation of achievements with the agency and/or its clients, or publicity via campus and community forums -- provides a sense of closure for and/or evaluation of the experience.
- **Active Learning.** Program Coordinators, student volunteers, community partners, and agency clients explore community issues (broadly and/or deeply) through their relationships, service work, structured experiences, and engaging in a partnership project.

**Application Deadline:** Tuesday, February 10, 2009.

# HOW WE WORK

## *Student Leadership at CPS*

The Center for Public Service is built on the energy of student leaders and their work in the community. Community agencies rely on student leaders to recruit and inspire active student participation in serving their clients. Through their experiences with the Center for Public Service, Program Coordinators have the opportunity to connect with community, are able to implement creative ideas, and find a supportive environment to discover their voice in social change.

## *Student Experience*

**Program Coordinators (PC).** Program Coordinators are hired to work with specific agencies and/or projects, allowing for the development of strong partnerships. PCs have responsibility for providing ongoing student involvement to their partner agency through developing and implementing projects, and supporting volunteers through education and reflection.

**Learning Circles.** Coordinators are organized into Learning Circles, which provide the opportunity to share and draw on the knowledge and experience of fellow student leaders, engage in discussions, and develop a support network with one another.

**Ongoing Dialogue.** Through Fall Training, bi-weekly staff meetings, a mid-year retreat, and advisee meetings, PCs are able to continue learning about local and global issues as well as develop professional skills and personal direction.

## *Compensation*

- **Wage.** Receive \$7.15/hour for 9-hour work week. \$1,802 annual wage.
- **Other Benefits.** Receive monetary support for related conference attendance, ongoing professional development, and training.

## *Position Limitations*

### **NOT ELIGIBLE TO APPLY:**

Women's Center Co-Director, first-time Residence Life staff and first-time Orientation Leaders.

### **FOR CONSIDERATION:**

- Good Academic Standing is required.
- On a case-by-case basis, returning Res Life, GRAB, and Orientation staff may receive consideration to hold both positions, pending joint approval by CPS and their other supervisors.
- Intercollegiate Sports: Applicants should consider whether or not they can adequately fulfill responsibilities of the CPS staff position.
- Off-campus Studies: Applicants who plan to study off campus can apply to be a Special Projects Coordinator for one semester

## *Position Responsibilities*

- **Commitments to CPS**
  - **Maintain regular hours, 9-hours per work.**
  - **Attend CPS staff meetings ( Tues, 11:45-1)**
  - **Participate in Fall Training (Aug 22-28)**
  - Attend bi-weekly Working Group meetings.
  - Attend a meeting with CPS advisor every three weeks.
  - Attend an evaluative meeting with CPS advisor and host agency once a semester.
  - Participate in mid-year retreat, spring semester training and other educational programs pertinent to CPS and individual issue areas.
  - Submit regular reports of activities, write bi-weekly journals, track volunteer involvement, produce semester report in December, and an annual report in May.
  - Maintain a project binder outlining project details to ensure continuity for the next Program Coordinator.
  - Regulate budget, spend responsibly and document completely.
  - Develop a knowledge and resource base to promote education and awareness.
- **Commitments to Community Agency**
  - Devise and regularly assess a working plan with Community Partner to outline responsibilities, share goals and organize programs in order to ensure accountability and reciprocity.
  - Maintain regular contact with Community Partner through a bi-weekly meeting.
  - Maintain a minimum of 2 hours per week on-site at community agency.
  - Maintain existing programs, initiate new projects as appropriate, and conduct assessments.
- **Commitments to Campus**
  - In conjunction with Community Partner, recruit, orient, provide ongoing support, and facilitate reflection sessions for volunteers.
  - Work with faculty to place service-learning students in agency placements.

# POSITION DESCRIPTIONS

*The following Community Partners have proposed a partnership between their agency and the Center for Public Service. The exact responsibilities of the Program Coordinator may shift depending on the needs of the Community Agency. All positions may not be available.*

- **Big Brothers Big Sisters** (2 year-long position)  
Work with BBBS staff in the implementation of the SMART program, a school-based mentoring program that matches high school and college student with second and third grade elementary students. Mentors assist with homework and serve as positive role models.
- **Adams County Literacy Council**  
(1 year-long position)  
Work with Adams County Literacy Council to promote literacy programs including: adult, ESL, prison tutoring, and community outreach programs to families.
- **Adams County Office for Aging**  
(1 year-long position)  
Work with the Office for Aging to visit seniors at the center, deliver meals-on-wheels, coordinate Campus Kitchen dinners and assist with Medicare enrollment program.
- **LIU Migrant Education Program**  
(1 year-long position)  
Assist the Lincoln Intermediate Unit #12 Migrant Ed Program to coordinator tutoring for Hispanic high school students. Tutoring takes place on campus on Monday and Wednesday afternoons.
- **Generación Diez** (1 year-long position)  
Work with Generación Diez staff to coordinate after-school tutoring/mentoring programs for at-risk students, first through sixth grade. Generación Diez works in several schools throughout Adams County.
- **YWCA** (1 year-long position)  
Work with YWCA staff in the facilitation of two empowerment programs for girls in grades 3-6. One program is LEGOS Robotics, a science based program and the other is Girls on the Run, a health and exercise program.
- **Re-entry Services/Coalition for Community Care** (1 year-long position)  
Provide support to the Coalition for Community Care organization, which envisions an economically-sound, family-oriented, pride-filled neighborhood within the Washington Street corridor. Work with children and adults in tutoring, self-awareness and self-help programs at the drop-in center.  
  
Work with Reentry Services to facilitate life skills training to male and female prison inmate and adults performing court-ordered community service.
- **DC Outfitters/Adams County Shelter for the Homeless** (1 Fall position)  
Coordinate and facilitate service trips to DC to hand out clothing to people experiencing homelessness, organize clothing and supply donations. Coordinator must have a valid driver's license and qualify to drive a Gettysburg College passenger van.  
  
Facilitate various programs at the Shelter, including life skills classes for adults and enrichment sessions for children. Recruit volunteers for work with residents at the shelter, childcare, and general work.

# APPLICATION FORM

*The Center for Public Service*  *Gettysburg College*

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Thank you for taking the time to submit an application to the Center for Public Service for a 07-08 Program Coordinator position. Your application will provide the Hiring Committee and Community Partners with a clear sense of your skills and motivations, which will be helpful in the selection and matching process.

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## Application Guidelines

- Listed below is the information requested to complete an application. Place all four pages of information in ONE Word document and email the document to Tammy Hoff [thoff@gettysburg.edu](mailto:thoff@gettysburg.edu).
- Questions/concerns: stop by our office in Plank Gym or contact us at 337-6490
- Check out our website at [www.gettysburg.edu/cps](http://www.gettysburg.edu/cps).
- **DUE DATE FOR APPLICATION: Tuesday, February 10, 2009.**


### Page 1

 **NAME**

 **CAMPUS BOX and PHONE NUMBER and EMAIL ADDRESS**

 **GRADUATION DATE and MAJOR/MINOR**

 **LANGUAGES SPOKEN**

 **INTERVIEW AVAILABILITY:** Please list the blocks of time you are free on Thursday-Saturday, February 19-21. Should you be offered an interview, we will try to schedule it during one of these times.

### Page 2. Provide a cover letter.

Please address in your cover letter why a position at CPS interests you and what skills and training qualify you for a Program Coordinator position.

### Page 3. Provide a current, professional resumé.

If you have not yet prepared a resumé, may we recommend the helpful staff at the Center for Career Development. You can access their website at [www.gettysburg.edu/college\\_life/career](http://www.gettysburg.edu/college_life/career) for information and drop-in clinic hours. You can also access a helpful resumé-building guide under Resources, then find Resumé Writing under Careers.

### Page 4. Provide an answer to the following question.

On one page, describe a partnership experience which resulted in personal, institutional, or community change. This might be with a service project, or a friend, family member, club/team, etc. Please address the challenges and rewards, what you learned, and how you have applied that learning.

## Applicant Commitments

- *Tues, Feb 10* Applications due.
- *Thurs, Feb 19* Interviews with Hiring Committee. Invitations to Partner session.  
*Fri, Feb 20*  
*Sat, Feb 21*
- *Fri, Feb 27* 4 - 6 pm  
*Glatfelter Hall, Room 202* Partners and candidates will meet in an interactive session, facilitated by CPS Professional Staff. Partners and candidates will list recommendations before leaving session. (Details for session will follow.)
- *Mon, March 2* Position offers made.
- *Thurs. Mar 5* Position confirmation due.
- *Tues, Mar 17* 12 - 1 pm  
*CUB 260* Introductory meeting with new hires and current Program Coordinators.

**Application Deadline: Tuesday, February 10, 2009.**