



Program Coordinator APPLICATION MATERIALS

Application Deadline: Monday, March 8, 2021 at 4pm.

Employer: Gettysburg College, 300 N Washington Street, Gettysburg, PA 17325

Office/Department: Center for Public Service, Plank Gym, 2nd Floor

General Supervisor/Report To: Center for Public Service Professional Staff

Start Date: August 2021

Gettysburg College is an at-will employer. Your employment with Gettysburg College is a voluntary employment-at-will relationship for no definite period of time. You maintain the right to terminate your employment with or without cause at any time, and for any reason. Gettysburg College retains the same right.

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.
- Questions/concerns: stop by our office in Plank Gym or contact us at 337-6490
- Check out our website at www.gettysburg.edu/cps.

Page 1

- NAME
- CAMPUS BOX and PHONE NUMBER and EMAIL ADDRESS
- GRADUATION DATE and MAJOR/MINOR
- LANGUAGES SPOKEN
- JUDICIAL and ACADEMIC STANDING

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 also access a helpful resumé-building guide on the webpage: www.gettysburg.edu/career

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 knowledge.

Applicant Commitments

- *Mon, Mar 8* Applications due.
- *Mon, Mar 15-
Fri, Mar 19
Via Zoom* Interviews with Hiring Committee. Invitations to Partner session.
- *Fri, Mar 26
4 - 6 pm* 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.)
- *Tues, Mar 31* Position offers made.
- *Fri. April 5* Position confirmation due.
- *Tues, April 13
11:45am 1 pm* Introductory meeting with new hires and current Program Coordinators.

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HOW WE WORK

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.

Dialogue Groups. Coordinators participate in weekly dialogue groups, 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 Training. 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 \$7.25/hour for 9-hour workweek. \$1,827 annual wage. Upon successful evaluation of first year of service, wage increase of 1.5% followed by wage increase of 3% for third year of service.
- **Other Benefits.** Receive monetary support for related conference attendance, ongoing professional development, and training.

POSITION LIMITATIONS

NOT ELIGIBLE TO APPLY:

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 are not eligible.

POSITION RESPONSIBILITIES

Commitments to CPS

- **Maintain regular hours, 9-hours per work.**
- **Attend CPS staff meetings (Tues, 11:45-1)**
- **Participate in Training (Aug 2021)**
- Become a Gettysburg College van certified driver
- 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**
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 Office for Aging**
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.
- **El Centro**
Assist El Centro staff in managing large numbers of college volunteers at their after-school programs for elementary and middle school youth.
- **Project Gettysburg León**
Assist PGL in promoting sister-city relationship with León, Nicaragua. Develop global education programming for campus, work with León coordinator, assist in donation drives, special fundraising events.
- **VIDA Charter School**
Coordinate and implement educational at VIDA Bilingual Charter School in Gettysburg
- **Campus Kitchen**
Become ServeSafe certified. Recruit volunteers. Lead cooking shifts 1-2 times a week. Work with food donors to pick-up food. Organize delivery shifts for the food. Work with student groups for fundraisers and food drives. Do nutrition education. Manage overall operations of the kitchen.
- **Migrant Education Literacy Nights**
Assist the Pennsylvania Migrant Ed Program to coordinate educational programs for youth. Program takes place on campus on Tuesday and Thursday evenings.
- **SCCAP Circles**
Facilitate children's programs at the Shelter. Recruit volunteers to work with children during Wednesday night Circles Initiative meeting.
- **Immersion Projects**
Publicize service-learning projects. Facilitate orientation sessions for participants and student leaders, work with group leaders to provide education and information for participants. Facilitate "Welcome Back" reflection.
- **Casa de La Cultura ESL**
Teach and assist with the implementation of adult English as a Second Language classes for adult students. Classes are taught Tuesday and Thursday evenings.
- **Casa de La Cultura Swimming**
Coordinate 6 sessions of swimming classes for Latino youth on Sunday afternoons per semester.
- **Painted Turtle Farm**
Coordinate planting, harvesting and events at the Painted Turtle Farm in conjunction with community gardeners.
- **Battlefield Community Garden/Food, Land People**
Recruit volunteers to maintain garden. Liaison with community partners for garden success.
- **SURGE**
Coordinate writers and editors for the blog. Manage website, submissions and publicity on campus.
- **College Prep Program**
Coordinate a college access support program for 11th & 12th graders from local high schools. Program meets weekly on Tuesdays.