COMMUNITY SERVICE LEADER MENTOR POSITIONS

MENTORS

**First Year Bonner Leader Mentor (2 Scholars)**

- Attend mandatory mentor training after selection for the position
- Complete 8 in-office hours and 2 out-of-office hours each week (10 hours total)
- Serve as the student leaders/mentors/training facilitators with your advisor for the Sam H. Jones Bonner Leader First Year (BFY) cohort
- Be available to visit Bonner sites when necessary
- Act as student mentor to the BFY course experience Fall Semester.
- Support and facilitate the BFY through the planning of Bonner service projects
- Support BFY through their service by helping navigate their site placements and
- Act as a resource and mentor for the BFY by providing communication, support, and regular check-in meetings
- Provide website/social media updates for BFY events
- Input assessment data for all BFY events/programs/trainings as directed
- Maintain trainings, marketing, and all other relevant material as directed on the CSCE drive
- Coordinate the following events with help from the CSCE staff:
  - All Scholar Fall Retreat
  - BFY Fall Orientation
  - BFY bi-monthly training seminars
  - BFY scholar socials and professional development events
  - BFY/CSL mentor events
- Serve as a site leader at Secret Service Day, IUPUI Day of Caring, and MLK, Jr. Day of Service
- Promote CSCE events/programs, assist with CSCE programming and events as requested, and support other Community Service Leaders in their projects and events
- Be able to attend one Bonner event (Summer Leadership Institute, Bonner Congress, IMPACT annual conference)

**Second Year Bonner Mentor (2 Scholar)**

- Attend mandatory mentor training after selection for the position
- Facilitate end of year 1:1 with each Bonner student entering year two.
- Complete 8 in-office hours and 2 out-of-office hours each week (10 hours total)
- Serve as the student leader/mentor/training facilitator with your advisor for the Bonner Leader Second Year (BSY) cohort
- Support and facilitate the BSY through the planning of Cesar Chavez Day of Service
- Support BSY through their service by attending trainings and visiting BSY service sites as needed for meetings with community partners and scholars
- Maintain the BSY service records (i.e. collect log sheets) and other important information
- Work to plan the BSY service exchange with another Bonner campus
- Communicate regularly with service site supervisors
- Act as a resource and mentor for the BSY by providing communication, support, and regular check-in meetings
- Input assessment data for all BSY events/programs/trainings as directed
- Maintain trainings, marketing, and all other relevant material as directed on the CSCE drive
- Coordinate the following events with help from the CSCE staff:
  - All Scholar Fall Retreat
- CSS Orientation
- CSS bi-monthly training seminars
- CSS scholar socials and professional development events
- Serve as a site leader at iServe, IUPUI Day of Caring, and MLK, Jr. Day of Service
- Promote CSCE events/programs, assist with CSCE programming and events as requested, and support other Community Service Leaders in their projects and events
- Be able to attend one Bonner event (Summer Leadership Institute, Bonner Congress, IMPACT annual conference)

**ServiceCorps Mentor (1 Scholar)**
- Attend mandatory mentor training after selection for the position
- Complete 8 in-office hours and 2 out-of-office hours each week (10 hours total)
- Serve as the student leader/mentor/training facilitator with your advisor for the ServiceCorps Scholars cohort
- Support and facilitate the ServiceCorps through the planning of Jags in the Streets events
- Track and maintain the service records of each ServiceCorps Scholar, aiding them in meeting their requirement of 2 events per semester
- Communicate with service sites and scholars as needed
- Act as a resource and mentor for ServiceCorps by providing communication, support, and regular check-in meetings
- Provide website/social media updates for ServiceCorps and Jags in the Streets events
- Input assessment data for all ServiceCorps events/programs/trainings as directed
- Maintain trainings, marketing, and all other relevant material as directed on the CSCE drive
- Coordinate the following events with help from the CSCE staff:
  - All Scholar Fall Retreat
  - ServiceCorps Fall Orientation
  - ServiceCorps bi-monthly training seminars
  - ServiceCorps scholar socials and professional development events
- Serve as a site leader at iServe, IUPUI Day of Caring, and MLK, Jr. Day of Service
- Promote CSCE events/programs, assist with CSCE programming and events as requested, and support other Community Service Leaders in their projects and events

**Outreach and Events Team Positions (2-3)**

Students named to this team will act under the direction of the Program Director and Graduate Assistant Advisor. A collaborative team approach will allow students to develop new skills and lead the way in creating a more engaged approach to the events and outreach efforts through Community Service and Civic Engagement. Specific tasks will be delegated at regular team meetings and a team specific orientation event.

**General CSL responsibilities:**
- 10 office hours each week
- Attend CSL orientation
- Serve as a site leader for iServe, Day of Caring, MLK Day of Service, and Cesar Chavez DOS
- Attend mandatory bimonthly CSL meetings
- Attend Sam H. Jones scholar retreat
- Assist with CSCE programming and events as requested
- Support other Community Service Leaders in their projects and events.
- Mentor a First-year Service Scholar

**General Communication responsibilities:**
- Maintain marketing and other relevant material on the L drive
- Serve as a site photographer for Days of Service (as needed)
- Create and send listserv email with information about volunteer opportunities each week
- Maintain listserv database
- Maintain communication with service agencies and reach out to new organizations
- Check and respond to CSCE email account (commserv@iupui.edu)
- Communicate with student organizations on campus about service opportunities
- Maintain up-to-date Community Partner database in the L drive
- Maintain communication with service agencies and reach out to new organizations through email, phone calls, site visits
- Work with multimedia staff to create marketing materials as needed (flyers etc.)
- Manage social media accounts and postings as needed

**Internal Event responsibilities**
- Coordinate Sam H. Jones Scholar Retreat with CSCE staff
- Coordinate FSS/CSL mentor events with CSCE staff
- CSL social gatherings

**External Event responsibilities**
- Assist with planning days of service (iServe, Day of Caring, MLK Day of Service)
- Assist with writing grants for funding days of service
- Assist with site leader trainings for days of service
- Input assessment data for days of service as needed