

Coordinator of Community-Based Learning

Centre College

NOTE: This is an AmeriCorps*VISTA position. Those interested in this position MUST apply through the AmeriCorps website, www.americorps.gov.

Campus and Community Description:

Founded in 1819, Centre College is a private, baccalaureate college which is home to approximately 1,200 students and 120 faculty. Centre is nationally recognized for its challenging academic programs and high levels of student and faculty engagement. Centre students are encouraged to study abroad, perform volunteer work, and attend after-class lectures and performances.

Centre is located in Danville, KY—a town of approximately 18,000 residents that is widely known for its high quality of living. Centre is within easy driving distance of Lexington and Louisville, KY, Cincinnati, OH, and Knoxville, TN.

Position Objective:

The Coordinator of Community-Based Learning at Centre College will serve in a position designed to encourage and enhance the use of community-based learning across the college curriculum. The Coordinator will work closely with faculty, students, and community representatives to design service-learning activities that will help to meet learning goals and the needs of the community.

Position Start: Exact date TBA June – August 2011

Responsibilities:

- Assist faculty in understanding, identifying, and implementing opportunities for effective community-based learning experiences within their curriculum
- Coordinate academic service placements in the community and communicate with the Student Life team to identify suitable sites
- Maintain consistent communication with community partners (check-in calls, attending inter-agency meetings, et cetera) to ensure that community-identified needs are met through a variety of service learning experiences
- Build, strengthen, and monitor relationships between community partners, the College's academic programs, and student volunteers
- Track faculty and student participation in community-based learning activities
- Create, compile, and maintain community-based learning resources for faculty and students
- Seek mini-grant funding and donations to enhance programmatic offerings
- Meet regularly with site supervisor and attend meetings of the Academic Affairs team as appropriate
- Send the Centre College Communications Department, local newspaper, and appropriate social media outlets updates highlighting community-based learning activities

Supervision and Support:

The Coordinator will report directly to the Associate Dean of Academic Affairs, but will also be mentored by a faculty member and the Director of Community Service. The Coordinator will regularly confer with the Director of Community Service and the Bonner Coordinator in the Student Affairs office to ensure clear communication regarding all service activities involving Centre students.

Necessary Skills and Qualifications:

- Bachelor's Degree
- US Citizen, National or Lawful Permanent Resident (AmeriCorps*VISTA requirement)
- Excellent written and verbal communication skills
- Self-motivation and the ability to motivate and inspire others
- Ability to work in a diverse working environment that includes faculty, students, and community members

Preferred Skills and Qualifications:

- Ability to communicate effectively in Spanish (strongly preferred)
- Experience working with non-profit and community-based organizations
- Demonstrated knowledge of, and experience in civic engagement, service-learning, and/or student-led service
- Valid driver's license
- Ability to work independently

Benefits Offered to Successful Applicant:

- Optional on-campus housing and dining benefits
- Campus and job orientation
- Campus parking pass
- Complimentary access to the newly renovated campus fitness center and library
- Any discounts offered to faculty and staff in the academic year
- Enrollment in the Centre Perks program