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| Date: August 5, 2016 | Organization: Tennessee State University – Center for Service Learning & Civic Engagement (CSLCE) |
| Position Title: Community Service Day Revitalization Coordinator - VISTA | Reports to: CSLCE Staff |

**Purpose of Position**

* Develop plan to revitalize campus-wide community Service Days.
* Develop and implement university wide evaluation methods.
* Develop Community Service initiatives that support the scope of CSLCE.
* Matching students to a community-based project addressing various issues related to poverty (e.g., homelessness, hunger, resume writing).

**Key Responsibility Area**: Project Management, program assessment and evaluation.

Specific Duties:

1. Planning and Coordination – Responsible for organizing and directing project activities and maintaining effective working relationships with community partners and stakeholders.
2. Develop collaborative capacity building initiatives with university stakeholders.
3. Develop evaluation tools for assessing the success of service projects.
4. Utilize evaluation from program participants, staff and community partners on the program management practices.
5. Work with project and community partner staff to develop and record student hours, type service, and specific practices.
6. Work closely with student government association and various on campus organizations.
7. Attend meetings of community partners as needed and/or requested.
8. Participate in training related to volunteer manage­ment.

**Assignment Relationships**

External:

1. Develop and implement community service, service learning and civic engagement initiatives for students and surrounding community members.
2. Recruit additional community partners to identify the best to match to needs of individual partners.

Internal:

1. Will work with CSLCE staff to develop skills and set goals for position.
2. Will be supervised by Center Director. Will provide and receive support from Graduate Assistants participating on the project and other VISTAs developing other CSLCE programs, including collaboration on training, in-service opportunities and community programming.

**Qualifications Required**

1. Organizational skills and attention to details
2. Ability to work effectively with diverse populations
3. Excellent interpersonal and communication skills
4. Ability to manage others and delegate tasks
5. Strong interest in community service and poverty alleviation.
6. Understanding of higher education infrastructure.
7. Strong understanding of project management practices.
8. Ability to work effectively both independently and as part of a team
9. Familiarity with issues of low income families
10. Bachelor’s Degree minimum

**Hours per Week**: 40