

**Student Volunteer Fellows
2009-2010**

Harvard Center Student Volunteer Fellows (SVFs) serve as facilitators for volunteer opportunities. They work as a team, but each has his or her own focus as well. Through this program community volunteer needs are met and students are encouraged to become involved in service projects. Fellows respond to requests for information from students and from members of the community. They are responsible for developing opportunities and encouraging participation in volunteer activities.

Fellows are paid \$2000 and will be expected to work an average of 8 hours per week for fall and winter semesters. Two of these hours must be in the SVF office. Fellows meet weekly with each other, and are joined monthly by Harvard Center staff. They are expected to participate in a number of training retreats and evening meetings over the academic year. Fellows submit a monthly progress report, and maintain a volunteer database. They also participate in professional development activities during the year.

General Position Description:

1. Serve as a leader in recruiting, training, coordinating and motivating students in Bates College's efforts to engage students as volunteers in the community.
 - Maintain an awareness on campus of current volunteer activities that Bates College is involved with in the community.
 - Work with Harvard Center staff to develop new programs in the community as needed.
 - Work to maintain the sustainability of current and new volunteer activities.
2. Work closely with the Harvard Center for Community Partnerships staff to meet the volunteer needs of the community and to maintain effective relationships with volunteer sites and their staffs.
 - Meet with Harvard Center staff to ensure a continuum of volunteer support and services.
 - Complete monthly reports on volunteer activities.
 - Work with Volunteer Office coordinator to review volunteer grant applications, act on them, and monitor available funding.
 - Participate in recruiting and hiring Fellows for the following year.
 - Participate in professional/personal development activities.
3. Work individually and/or collaboratively to meet the leadership expectations.
 - Participate in Student Volunteer Fellowship activities eight hours a week.
 - Generate new student volunteers through expanded outreach to various students and student groups.
 - Obtain and keep current Bates College van certification.

Student Volunteer Fellows 2009-2010

PERSONAL AND PROFESSIONAL DEVELOPMENT

An important component of the Student Volunteer Fellow position is the development of further leadership and professional skills. Fellows will work in teams with staff members to develop a workshop for each other on areas of interest determined at the orientation in the fall. Examples of development focus might include: learning about personality types; running an effective meeting; developing and monitoring a budget; assessing needs and developing programming, learning about non-profits, etc.

POSITION DESCRIPTIONS

In addition to responsibilities listed below for each position, SVFs will be expected to participate in their programs. They will also work together to coordinate the volunteer office communication—returning phone calls and e-mail, maintaining the bulletin board, keeping minutes of the weekly meetings. Each SVF will also plan, recruit for, and provide leadership for one service event that is open to anyone as a one-time opportunity. Examples of these include the Lewiston Recreation Department Haunted House, Make a Difference Day, Advocates for Children Holiday Festival, MLK Read-In.

Campus Outreach Coordinator—Work with other Fellows to network across campus about volunteer opportunities. Present to teams and student organizations on volunteer opportunities. Research, organize and participate in opportunities for service that will involve athletic teams and student organizations: **Past examples** — events with senior citizens at Blake Street Towers, Women’s Resource Center/Poland High School partnership

Project Coordinator for the Hillview After-School Program—Work with community partner on site to assess needs and develop program. Recruit and train volunteers and organize a reflection gathering for them once a semester. This program runs on Mondays and Wednesdays from 3 to 5 p.m.

Project Coordinator for the Longley Mentoring Program— Work with community partner on site to assess needs and develop program. Recruit and train volunteers and organize a reflection gathering for them once a semester. Organize field trips to Bates each semester.

Coordinator for the America Reads/America Counts Program and a school-based literacy program—Work with Harvard Center staff to recruit and interview students to work as paid tutors in the public schools. Follow up mid-semester to check on student progress. Recruit and train volunteers for a school-based literacy program and organize a reflection gathering for them once a semester.

Project Coordinator for Blake Street Towers/Meadowview—Work with Lewiston Housing Authority coordinator to develop programs for senior citizens and younger disabled people at Blake Street Towers and Meadowview. Recruit and train volunteers and organize a reflection gathering for them once a semester. Develop programming related to other needs of elderly in the community.

Project Coordinator for Trinity Jubilee Center—Recruit and train volunteers for the Trinity soup kitchen. Schedule volunteers and organize reflection gatherings.

Project Coordinator for Lewiston Adult Education— Recruit and train volunteers for the various adult education programs and organize a reflection gathering for them once a semester.



Student Volunteer Fellowship
Application

The Student Volunteer Fellowships are for one academic year. Fellows receive \$2000 for 8 hours of work per week coordinating activities and student volunteers. Four copies of application must be submitted to the Harvard Center no later than **Monday, March 23 by 4:00 pm.**

Name _____ Class _____
(please print)

Campus Mail _____ Cell Phone _____ Email _____

Home Address _____ Home Phone _____

Each application must include:

1. This completed cover page
2. A recommendation from a faculty or staff member (preferably pertinent to your interest in community service)
3. A recommendation from a community member with whom you've worked
4. Position choices (see Student Volunteer Fellow information sheet)—please list top 3 preferences for area of responsibility and include your reasons for the choice and the skills and experiences that best qualify you.
5. Development preferences (see information sheet)—please list 2 areas of personal or professional development that you would like to pursue.
6. A one- to two-page essay that describes your interest in providing leadership through community service. Some issues you may wish to address include:
 - familiarity with current community issues;
 - suggestions as to how to determine current unmet needs;
 - what particular new issues you would like to address during your Fellowship;
 - how best to recruit and organize a core group of fellow Bates students to implement activities.

Applicant signature _____ Date _____

You are welcome to contact Marty Deschaines (x8273, mdeschai) to discuss your application.

Date/Time Rec'd