



Ally Position Description

Member Position Title: Bonner Leaders Program Coordinator

Position Start Date: Early-mid June (this is flexible)

Public Allies Official Position Start Date: September 2017

Position End Date: June/July 2018

Partner Organization (PO): Center for Leadership and Community Engagement, Rollins College

Rollins College educates students for global citizenship and responsible leadership. The Center for Leadership and Community Engagement fosters, encourages, and promotes student, faculty, and staff involvement within local and global communities. Through opportunities such as service-learning courses, community-based learning, leadership development, community service, and innovative programs and resources, CLCE is deeply committed to fostering a lifelong commitment to social justice, civic engagement, and social responsibility in every member of the Rollins Community.

The AmeriCorps Public Ally in the Center for Leadership and Community Engagement will be exposed to and immersed in hand-on experiences in theory and practice of both academic and student affairs as it relates to fostering active citizenship in others. The Ally will work to facilitate partnerships with various community organizations, assess the needs of these organizations, and serve as a liaison to pair these needs with the passions of the Bonner Leaders Program cohort composed of 30-40 Rollins students. The Rollins Bonner Leaders Program focuses on a cohort model based in community engagement, leadership, and social justice. The Public Ally will also have the unique opportunity to be able to create, develop, and enhance existing programs for CLCE, while developing necessary skills to challenge and support faculty and staff in a Liberal Arts environment.

The ideal candidate will be creative, self-motivated, driven, have a healthy regard for fostering community development, and a passion for working with students. The ideal candidate will also possess a strong desire to work collaboratively with other departments, be willing to challenge themselves and others in intellectual growth and development, and have a strong interest in community engagement, leadership, and diversity.

**At Rollins, we value academic excellence and share a common service philosophy: "Together, we inspire purposeful lives through distinctive, engaged learning and exceptional service." Accordingly, the selected candidate must be able to embrace and model this service philosophy in their day to day work and provide competent, collaborative, responsive and respectful service to others. More information about our service philosophy and standards can be found at the following web link: <http://www.rollins.edu/service-excellence/>*

Position Details:



Service Objective 1

- The Ally will create a sustainable working model to develop, retain, and enrich Rollins' Bonner Leaders community partnerships with community organizations, non-profits, and NGOs.
- Based on data collected from an initial community partner assessment designed and implemented by the ally, he or she will then create a partner application as well as design and implement training materials to orient community partners on Bonner Leaders policies and procedures related to the measuring of the Bonner cohort's impact - this includes items ranging from coordinating the community partner piece for the RCommunity Fair to creating and facilitating workshops for community partners.

Service Objective 2

- The Ally will assist in developing and facilitating training materials for the cohort of the Rollins College Bonner Leaders Program.
- The Bonner Leaders cohort's learning outcomes will be measured through an assessment plan designed and implemented by the Ally.
- The Ally will also assist in coordinating the Bonner Leaders cohort's Sophomore Exchange experience, with the goal of exposing students to critical, cultural, social, political, and structural issues in the community.

Service Objective 3

- The Ally will oversee the Bonner Web-Based Reporting System to log all student hours, position descriptions, and community partner meetings in an effort to measure the collective impact generated by this collaboration.
- To be successful in this venture, the ally must maintain close contact with participating partners (through phone calls, emails, and in-person meetings) before, during, and after the weekly process.

In addition to these service objectives, the Public Ally must also...

- Be an active participant of a team that includes a director, an associate director, an assistant director, an office coordinator, three graduate assistants, and several student employees.
- Be available at least 40 hours a week (in the office) that includes flexibility on weekdays, weekends, and some evenings to execute and support both day and evening service programs.
- Serve a minimum of 1,700 hours in his or her placement (Rollins College's Center for Leadership and Community Engagement)
- Attend bi-weekly skill-building and leadership development sessions alongside his or her cohort of Public Allies
- Attend other AmeriCorps or Public Allies Site required events, including, but not limited to core, mid-year and year-end retreats as outlined on the program year calendar.
- Create and support student development and growth as it relates to community engagement.



- Work with faculty on SPARC (Service, Passion, Action, Rollins College) and other academic service-learning initiatives through the Rollins College Conference (RCC) First-year experience program.
- Always act as a representative and resource of the work of the Center for Leadership and Community Engagement, answering questions and providing information to any interested parties.
- Attend weekly 1:1 meetings with the Associate Director, Bonner Leaders Program Interns, CLCE Staff meetings, and retreats to discuss visioning, communication, projects, roles, feedback and growth.
- Assist with office procedures, tasks, and protocol when needed and other duties as assigned per the needs of the office and community.

Application Procedure:

Candidates will interview with the Leadership and Community Engagement Team. If interested in applying, please send your resume, cover letter, and a list of three references electronically to Meredith Hein (MHEIN@rollins.edu) by Monday, May 1st. Additionally, you must apply online through the AmeriCorps Public Allies website by that deadline as well: <http://apply.publicallies.org/>

CLCE would like to start the Public Ally in June for training purposes and to support the Bonner Recruitment & Selection process. The Ally will be compensated \$12.50/hour during the months of June, July, and August before their official start date with Public Allies Central Florida and will be expected to work 20 hours/week during this period. The position is a ten-month apprenticeship which begins in September 2017 and ends June/ July 2018 working full time hours/week. The Public Ally receives a stipend that is determined by the Public Allies Central Florida entity (\$1,500 gross per month in the form of semi-monthly payroll checks paid directly to the Ally; the regularly paid stipend amount will remain constant and be paid throughout the entire term, resulting in a gross total stipend of \$15,000), the option of enrolling in an AmeriCorps approved health insurance program, office space, use of a computer, and a parking pass. For more information please contact Meredith Hein at (407) 691-1021 or mhein@rollins.edu.

Meredith Hein
Director

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