**Kernodle Center for Civic Life​**

**Position Title:** Graduate Apprentice for Kernodle Center for Civic Life

**Supervisor Name: ​**Andrew Moffa

**Supervisor Title:​** Assistant Director, Kernodle Center for Civic Life​

**Key Responsibilities:**

*​​*The Graduate Apprentice will provide leadership for co-curricular programs in the Kernodle Center for Civic Life. Our graduate apprentice will advise two social issue clusters through our student organization Elon Volunteers!, co-advise the Alternative Breaks program, co-advise the Service Living and Learning community, provide leadership for one-time service and community engagement events, and support Kernodle Center strategic initiatives.*​*

**Career Options:**

​​Primary – Community Engagement/Volunteer Center/Service-Learning Office; Secondary – Student Involvement and Organizations, Student Activities and Programming, Leadership Development and Education, Event Planning, Volunteer Management, Non-Profit Administration​

**Brief Overview of the Department/Program**:

**​​**The Kernodle Center inspires, educates, and prepares students and campus to partner with diverse communities to address local and global challenges, and gain a deeper understanding of their responsibility to actively contribute to civic life. The center serves as the convener of community-based engaged and experiential student learning opportunities in collaboration with faculty, staff, and community partners to address the common good.**​**

**Position Description**:

The Graduate Apprentice will provide leadership for co-curricular programs in the Kernodle Center for Civic Life. These programs are designed to develop the next generation of engaged citizens dedicated to partner with communities to create innovative solutions to society’s most pressing challenges. This position will be integrated into our professional staffing structure and provide the opportunity to co-advise our student organization Elon Volunteers!, provide leadership for events, co-advise our Service Living and Learning Community, and support Kernodle Center strategic initiatives. The hours for this position will primarily occur during typical work hours. There will be occasional weekend or evening commitments a few times throughout the academic year.  Work-related travel is limited and mainly will occur within Alamance County.  Specific position responsibilities include:

* Advise Health and Wellness and Animal Rights Elon Volunteers! social issue clusters, which consist of multiple student coordinators who implement programs and foster community partnerships within each cluster. Specific responsibilities include:
  + Meet regularly with student coordinators to provide planning support, mentorship, and support for their personal and professional development
  + Work with student coordinators to identify ongoing opportunities where Elon students can volunteer to make a positive impact
  + Work with student coordinators to market programs and recruit volunteers
  + Mentor student leaders and support their leadership development
  + Attend Elon Volunteers! student trainings and major events as schedule permits

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* Co-advise Alternative Break program, which consists of 1-2 student directors and numerous student coordinators who facilitate impactful off-campus service experiences during fall and spring break
  + Meet regularly with student directors to provide planning support, mentorship, and support for their personal and professional development
  + Lead planning and support for student participants
  + Support all aspects of the alternative break program, including but not limited to coordinator mentorship, program guidance, and resource development
  + If course schedule allows, serve as teaching assistant for Alternative Breaks Fall coordinator 1 credit prep course that meets once a week for 1 hour
  + Develop and implement lesson plans for prep course sessions on topics such as infusing social justice and conversations about sustainable service into program development
  + Conduct best practices research and brainstorm strategies with Assistant Director in order to increase program access and improve marketing strategies
  + Support major program events including volunteer preparation meetings and re-orientation events
* Oversee one-time opportunities and service events designed to connect the broader student body with the Kernodle Center. Specific responsibilities include:
  + Advise student Service Ambassador team, specifically as it relates to coordination of one-time events and opportunities
  + Coordinate fall Get on the Bus Program and spring Service Saturday program
  + Coordinate and/or support coordination of events including Blood Drives, Fall Day of Service, MLK Day of Service, Special Olympics games, and Spring Day of Service
  + Coordinate student Service Ambassador Elon 1010 training and presentations

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* Co-advise the residential first-year student Service Living and Learning Community (Service LLC). Specific responsibilities include:
  + Co-advise 1-2 student coordinators who provide peer leadership for Service LLC
  + Create and facilitate ideas to connect residents to LLC theme
  + Foster community-building for LLC residents
  + Supporting planning of Service LLC retreats
  + Participate in some floor activities including service projects and social events

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* Serve as co-supervisor for Leaders in Collaborative Service (LINCS) Program. Supervise 2-3 student coordinators who facilitate community partnerships.
  + Co-lead LINCS team monthly meetings
  + Develop resources and support professional development for student coordinators
  + Work with Associate Director to deepen the LINCS program

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* Other Responsibilities
  + Lead or support other Kernodle Center priorities in office strategic plan
  + Meet weekly with supervisor to receive guidance on work and reflect on learning
  + Develop an annual professional development plan with support from supervisor in order to connect apprenticeship with coursework and career goals
  + Complete end of semester evaluations focusing on future areas for growth and learning
  + Attend weekly Kernodle Center staff meetings and semester retreats
  + Participate in institutional divisional, or departmental workgroups/committees as interested
  + Other duties as assigned by the Assistant Directors, Associate Director, and/or Assistant Dean/Director of the Kernodle Center ​