**Defiance College**

**Position Description**

**TITLE:** Director of the McMaster Service Leadership Program

**DEPARTMENT:** McMaster School for Advancing Humanity

**REPORTS TO:** Dean of the McMaster School for Advancing Humanity

**DATE:** September 2011

**REVISED:**  June 2019

**FUNCTION:** The Director of the Service Leadership Program is responsible for managing the Service Leadership Program. Primary duties include maintaining a positive morale of the students that participate in the program, providing support and leadership for Project 701 student-run nonprofit organization, and developing and maintaining positive relationships with the campus and local community to identify and provide service initiatives for students, faculty and staff to engage in. The individual shall serve in a manner consistent with the mission, goals and objectives of the College.

**RESPONSIBILITIES AND AUTHORITY:**

ESSENTIAL FUNCTIONS:

**Student Development**

1. Proactively support and manage the Service Leadership Program by implementing and providing students all the resources necessary for them to be able to fulfill the requirements of the program.
2. Encourage, inspire and motivate students to fully engage in service-learning and service opportunities.
3. Provide practical experiences and information in which students have the opportunity to engage in order to better understand the meaning of service and leadership (i.e. workshops, conferences, etc.).
4. Foster student learning and development and enhance the educational experience through planned events, reflection and ongoing training to guide students through their experiences and promote their active learning through service.
5. Develop social justice context for leadership and skill development, foster student growth and development by engaging students in reflective practice and self-discovery.
6. Facilitate student retreats and regular meetings while providing support for conflict mediation within the student groups.
7. Organize and contribute to student meetings and training sessions and employ innovative means to assure that service-learning and other aspects of training reflect best practice.
8. Provide guidance for students so as to empower them to lead their initiatives and achieve desired outcomes.
9. Document service, service learning, and leadership opportunities and participation in the Service Leadership Program and Project 701and assess associated student learning.

**Community Relationships and Involvement**

1. Maintain and facilitate positive relationships with community partners in order to provide service opportunities for students.
2. Strategically identify community needs and develop relationships with local non-profits and small businesses to create additional partnerships for service opportunities.
3. Serve as a liaison between community agencies and faculty/staff by establishing and maintaining contact with directors and appropriate staff at these agencies.
4. Support community partners through presentations and marketing efforts for collaborative projects and services.
5. Document and assess community impact that results from Defiance College’s service learning opportunities.
6. Collaborate and network with Ohio Campus Compact to facilitate effective service learning at Defiance College and throughout the region.
7. Serve as the College’s representative to Propel Ohio.

**Project 701 Responsibilities**

1. Provide support and leadership to Project 701 student-run nonprofit along with day-to-day supervision and logistical support for project teams.
2. Serve as Treasurer of the Board of Project 701 and serve on the Executive Committee.
3. Work with the Board Chairperson of Project 701 to facilitate effective learning opportunities within Project 701.
4. Document and assess service and service learning through Project 701.

**Faculty and Staff Partnerships**

1. Collaborate with faculty/staff to provide service and leadership opportunities for students.
2. Facilitate the incorporation of service learning into curriculum.
3. Document service and service learning participation in faculty / and staff generated opportunities.

**McMaster School for Advancing Humanity Responsibilities**

1. Participate in development programs coordinated by the McMaster School including, but not limited to, workshops, information sessions, events, and meetings.
2. Serve on the McMaster Symposium & Academic Colloquium committee.
3. Represent McMaster School for Advancing Humanity on campus and in the community as needed.

**Administrative Responsibilities**

1. Compile, track, and report data on service and service learning initiatives (campus-wide) for institutional use.
2. Provide management of the budget of the Service Leadership Program.
3. Engage in professional development and stay current with best practices and models for service learning.
4. Assist with grant writing opportunities and activities that relate to service learning and leadership.
5. Perform other duties as assigned.

**SUPERVISION:** The individual may oversee the work of student employees.

**EDUCATION:** Bachelor’s degree required; Master’s degree preferred.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES:** The individual must possess a dynamic, professional demeanor with exceptional organizational, written, and public speaking skills. Must have the ability to multitask and exercise independent judgment. Individual must feel comfortable working closely with students and be must be passionate about service with the capability to inspire others. It is essential for the individual to exhibit strong leadership skills and have the ability to interact effectively and maintain collaborative working relationships with various constituencies. An understanding and appreciation of diversity and the value of intercultural exchange is also imperative. Flexibility is crucial as some night/weekend work and travel will be required. Proven proficiency in the operation of standard office machines and computer software packages, including Microsoft applications, is necessary. Must have a valid driver’s license and a good driving record.