



Spring into Action

Lewis & Clark College Community Service Day 2013

Application Deadline: Friday, February 1st at 5:00pm in 3CE (Albany 206)

Event Date: Saturday April 13, 2012

Commitment: Weekly meetings with Spring into Action Project Manager and other Volunteer Leaders (1-2 hrs), complete assigned tasks on own time, be available for final preparations mid-April and day-of coordination help. Each position necessitates roughly 4 hours per week spent completing tasks outside of committee meetings (varies from week to week).

Volunteer Leader

Marketing and Outreach Coordinator

Position Description:

Volunteer Leader for Marketing and Outreach coordinates the creation of publicity materials and manages communication and promotion of SIA throughout the three campuses. The position focuses on creating materials to “get the word out” and coordinating the strategic distribution of marketing materials.

Responsibilities:

- Recruit volunteers for day of event, including Graduate, Undergraduate, and Law campuses
- Recruit volunteers for outreach support
- Create logo/design for print materials (posters, fliers, table tents)
- Coordinate outreach to Faculty members
- Distribute marketing material on campus and to targeted groups (with help of volunteers)

Volunteer Leader

Reception Coordinator

Position Description:

Volunteer Leader for Reception coordinates the pre- and post- SIA events. The position focuses on preparing participants for their volunteer experience and also creating a post service event that incorporates reflection and sense of community.

Responsibilities:

- Design and order t-shirts
- Recruit and train day-of registration volunteers
- Coordinate day-of program

Volunteer Leader

Service Learning Coordinator

Position Description:

Volunteer Leader for Service Learning coordinates how SIA fits into the larger picture of community service and leadership. The position focuses on Project Leader Training, as well as helping participants think about service in the big picture.

Responsibilities:

- Recruit and train Project Leaders (be the point person for Project Leader Training)
- Coordinate message with Leader for Marketing and Outreach (work on language together)
- Create post-event reflection exercise
- Organize/Prepare follow up materials for further volunteer opportunities for participants, including contact information for each service site



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Volunteer Leader Application

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Name _____ Year _____

Email _____ Phone (____) _____

Please Circle Position:

Volunteer Leader – Marketing and Outreach

Volunteer Leader – Reception

Volunteer Leader – Service Learning

Please answer the following on a separate sheet of paper, typed or legibly written, and attach.

1. Have you been involved with Spring into Action in the past? If so, in what capacity?
2. Why are you interested in coordinating Spring into Action? Why this position specifically?
3. Do you have skills or experience directly related to the position requirements listed above?
4. Describe a meaningful community service experience you've had.
5. What is your past leadership experience?
6. Are you comfortable:
 - Recruiting other student volunteers?
 - Contacting necessary businesses or administrators?
 - Communicating with peer SIA volunteer leaders?
7. Describe your spring semester schedule, both curricular and co-curricular. How does this position fit your anticipated schedule (please review commitment description)?