

ST. FRANCIS XAVIER UNIVERSITY
“An Equal Opportunity Employer”
SERVICE LEARNING STUDENT LEADER—JOB DESCRIPTION

What is a Service Learning Student Leader?

Service Learning Student Leaders are StFX students who serve as liaisons between community-based organizations and students who are enrolled in Course Based Service Learning. Student Leaders serve as a support person and role model for students. Much of the Student Leader role is administrative work, but the role also provides opportunities to engage with community partners and students in the field. Student Leaders also assist with the promoting and administration of the Immersion Service Learning program.

What does a Service Learning Student Leader do?

- Works approximately 10 - 20 hours a week for first term and 8 – 14 hours a week for second term (hours vary from week to week).
- Participates in approximately 20 - 30 hours of paid training.
- Maintains regular contact with a number of community partners, students, and service learning staff via email and telephone. This role requires frequent checking of, and responding to email and phone messages.
- Performs administrative work (a minimum of 6 hours per week of office work) for Community Partners and Service Learning staff.
- Updates and delivers Service Learning orientation for students.
- Updates relevant information regarding community-based organizations.
- Facilitates reflection sessions with students, and provides ongoing support to student's reflection process throughout their placements.
- Maintains records of all activities e.g.: time record sheets, community-partner information sheets, monthly and semester reports.
- Supports the Immersion Service Learning program with promotion and administrative tasks.
- Meets regularly with other Student Leaders and the Service Learning Community Support Coordinator
- Assists with the recruitment and training of new leaders for the following academic year
- Develops professional skills such as facilitation, coordination, and leadership skills in a supportive, positive environment.
- Develops and presents workshops.
- Builds relationships with community partners.

What Qualifications do Service Learning Student Leaders Possess?

- Must be StFX students in good standing continuing their studies in the 2017-2018 academic year. Grade average of 65% or higher.
- Must be flexible and demonstrate an ability to handle situations as they arise, and take initiative to resolve issues.
- Previous administrative experience is an asset.
- Must have a genuine interest in, and knowledge about working within a community.
- Prior experience with either course-based or immersion Service Learning or the Service Learning Society is an asset.
- Experience working with children, youth, people with disabilities, the elderly, or with community development organizations is an asset.
- Knowledge of the local community is an asset.
- Must be available to work during some evenings and week-ends as well as during the week day (as class schedules permit).

- Previous experience doing presentations is an asset.
- Must undergo Police Criminal Record Check and Child Abuse Registry screening.

What skills should student leaders possess?

- Strong organizational skills with an ability to manage time effectively, prioritize tasks, multi-task, and meet deadlines.
- Excellent verbal and written communication skills and interpersonal skills.
- The ability to motivate and lead others.
- Enthusiasm and creativity.
- The ability to work both independently and as a member of a team.
- A passion for learning, especially self-directed learning.
- Knowledge of Service Learning theory an asset.

What do Service Learning Student Leaders gain?

- Remuneration of \$11.70 per hour worked, paid every two weeks.
- The opportunity to develop valuable skills for the workplace.
- Experience in a “professional” employment situation.
- The opportunity to meet a wide range of students.
- The opportunity to network with organizations within the community.
- Training in facilitation skills and administrative procedures.
- Ongoing support and feedback from Service Learning staff.

What types of organizations will the Service Learning Student Leaders work with?

- Students will work with a variety of non-profit organizations in the local community.
- These organizations provide services for children and youth, the elderly and people with disabilities.
- Some organizations work primarily to address issues of community development and social change.