



## Reach Service and Awareness Team Member – Job Description

Time Frame: August (mid) –May (early)

Commitment: 10 hours each week

Reports To: Reach and Chapel Coordinator

Scholarship: 25% of the cost of room and board (approx. \$2,225)

The Reach Service and Awareness Team is a leadership team comprised of sophomores, juniors, and seniors living on campus who complement the Student Leadership Team by providing students with meaningful, unique service and awareness opportunities locally and globally.

### General Qualifications:

Be a current undergraduate who has completed at least one semester at Corban and...

1. Abides by all Corban community lifestyle standards.
2. Demonstrates an authentic relationship with Jesus Christ.
3. Exhibits peer leadership abilities and displays collaborative leadership strengths.
4. Has a passion for the mission of Corban and a desire impact the greater Salem community and the world for the Kingdom of God.
5. Is in good standing with campus offices.
6. Practices effective organizational skills and event planning skills.
7. Pursues excellent written and verbal communication skills.
8. Represents the University with maturity and professionalism.

### Academic Qualifications:

Be an undergraduate student at Corban who...

1. Is registered for at least 12 undergraduate credits at Corban (per semester).
2. Possesses a cumulative G.P.A. of 2.5 or higher.



#### Position Responsibilities:

1. Attend Chapel
2. Coordinate and support Spring Break Mission Trips (e.g., format applications, meet with trip leaders and participants, etc.)
3. Empower students to act upon the needs that exist in the community
4. Maintain an awareness of service opportunities and needs within the community
5. Meet regularly as part of the Service and Awareness Team branch of Student Life Leadership
6. Support and work effectively with other campus offices
7. Meet twice weekly with Service and Awareness team
8. Plan and coordinate university wide service events and awareness opportunities (e.g., Make a Difference Week, MLK Jr. Serve Day, etc.)
9. Perform other duties as assigned

#### Programming

1. Assist in implementing new and traditional large-scale service opportunities (ex., MLK Serve Day)
2. Assist in the setup and cleanup of events
3. Coordinate with vendors to organize rentals, food, venues, and materials for events
4. Demonstrate flexibility when meeting needs (expected & unexpected) at events
5. Provide leadership by functioning as an assistant coordinator for individual events

#### Training

1. Attend all training sessions as outlined in the Hiring Process/Training Timeline
2. Meet monthly with the Reach and Chapel Coordinator

#### Other

1. Be familiar and compliant with Corban's Student Walkthrough as well as basic residence hall policies and procedures
2. Represent the University with maturity and professionalism
3. Support and work effectively with other campus offices
4. Support, encourage and pray for fellow student leaders and University personnel
5. Perform other duties as assigned