



Impact Service Team Leader (Fellowship Leader)



PURPOSE: The Impact Leader is a student extension of the Assistant Dean of Spiritual Formation who helps empower the student body towards service and volunteerism consistent with the mission of Rochester College, The Center for Student Life, and Spiritual formation. The Impact leader provides guidance to a unique co-curricular partnership between Campus Ministry and School of Business: Social Entrepreneurship. The Impact Leader serves fellow students by creating a *hospitable* environment that creates space for other student leaders to develop to their fullest potential intellectually, ethically, socially, morally, and spiritually in the context of a community. The specific qualifications and responsibilities for an Impact Leader are outlined below.

QUALIFICATIONS:

- Be in good academic and judicial standing with Rochester College
- Exhibit an active and growing Christian faith
- Senior or Junior with prior leadership experience at RC
- Demonstrates enthusiasm for the college, students, faculty, staff and co-curricular programming
- Posses an in-depth knowledge of the institution and its resources
- Communicates effectively both verbally and written; as well as interactively with various technologies
- Be willing to help students with personal concerns
- Demonstrate sensitivity/interest in diversity/cultural differences; ability to effectively communicate with a variety of personalities
- Function effectively in a team environment
- Exhibit strong analytical and problem-solving skills
- Have the ability to prioritize multiple tasks and responsibilities

RESPONSIBILITIES:

Service Learning Facilitation: The Impact Leader is the lead service learner during service and volunteer experiences. As chair of the Impact service team, the Impact leader will work to maintain and grow relational connections with RC faculty, students, and with outside organizations where students serve.

1. Lead the Impact student service/volunteer team to ensure planning and execution of service/volunteer opportunities.
2. Develop and maintain positive relationships with all student leaders, faculty, staff, and community members through availability, accountability, and consistent communication.

3. Work collaboratively with the ADSF to ensure an intentional blend of service opportunities being made available to the RC community.
4. Serve as a liaison to the School of Business to coordinate service efforts with academic efforts within the social entrepreneurship class.
5. Help lead groups of Rochester College students on service/volunteer opportunities outside of the Rochester College Community
6. Guide peer reflection time during service events to deepen the learning experience related to program learning outcomes desired by the Center for Student life.

Administrative Tasks: The Impact Leader will be responsible for administrative duties related to the day-to-day operations of the area in which they serve. All responsibilities will be conducted with guidance and assistance from the Impact Leaders direct supervisor.

1. Maintain communication with off campus liaisons through email, phone, etc.
2. Ensure thorough communication to student body about upcoming service/volunteer opportunities
3. Complete budgeting needs related to each service trip.
4. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently. (24 hour email response time for external emails)
5. Perform other duties as assigned by the ADSF

Support of Policies and Standards: The Impact Leader is a representative of the College in his/her relationships and contacts both on and off campus. The Impact Leader is expected to uphold institutional standards and policies as outlined in, Rochester College's Student Handbook.

1. Be thoroughly familiar with Rochester College's Student Handbook..
2. Communicate and model behavior and policy expectations of Rochester College to the campus community while representing Rochester College in the community.
3. Confront inappropriate behavior when it occurs and take necessary follow-up measures.
4. Support and do not openly disagree with college regulations.
5. Be quick to listen and slow to speak with fellow students. Seek appropriate channels to meet student concerns.

Staff Training and Development: The Impact team leader is expected to participate in staff training, which is designed to develop the Impact team leader to have the necessary skills to perform their job and meet expectations.

1. Arrive early to campus for Fall Training.
2. Participate with the ADSF in mutual performance evaluations based on job description.
3. Participate in the annual spring leadership retreat

Student Life Fellowship: Student Life Fellowship Leaders are at the heart and soul of Rochester College. The Impact Leader position is a part of the Center for Student Life's Fellowship program. Fellowship Leaders gain leadership and real world experiences in the areas of marketing, public relations, public speaking, branding, team building, pastoral care and the management of others. Working in the Center for Student Life and closely with the Admissions office, Fellows are genuinely interested in the development and success of the college and students, new and continuing.

1. Support the Admissions Office in the early stages of onboarding potential and new “admit” students through calling admitted students, giving campus tours, hosting admitted students on campus visits, and connecting with admitted students through social media platforms.
2. Actively participate in the organizing and shaping of the Admission Office’s RC Warrior Fridays.
3. Actively participate in the organizing and shaping of the Advising Center’s Crimson Days.
4. Support the Center for Student Life in planning and executing Warrior Week (new student orientation) for new incoming students which includes attending and participating in all Warrior Week activities.
5. Attend a First Year Experience training session prior to new student move-in
6. Actively participate in move-in day by helping new residential students move into their residence hall and helping families navigate the campus under the oversight of Rochester College’s Community Living office
7. Support the Center for Student Life’s First Year Experience (Seminar) as cohort leaders during the Fall semester of new students by facilities bi-weekly small group discussion, outings and/or service projects through the Fall semester for assigned learning community connected to the First Year Seminar.
8. Attend an annual leadership retreat during the Spring Semester.
9. Attend a weekly 1-hour Leadership Course for Fall semester (TBD)
10. Attend Refresh Retreat in Spring semester
11. Be committed to an ongoing mentoring relationship with members of an assigned learning community through the end of the Refresh Retreat that encourages and supports new students’ spiritual, academic, social and personal growth and development as they acclimate and transition to RC.
12. Fellowship leaders may not hold other leadership positions through the Center for Student Life. Due to the responsibilities and time commitments of Fellowship Leaders, extracurricular involvements (i.e. off campus jobs) beyond the role need to receive approval from the Assistant Dean of your area (Community Living, Spiritual Formation, Student Engagement)

TIME COMMITMENT: Although it is difficult to quantify a ministry role, the Impact Leader can expect to put in at least an average of 10-15 hours/week. Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of the Impact Leader position throughout the year. Impact Leaders are to be available and accessible to commuting and residential students throughout the academic year.

The Impact Leader position is a one academic year commitment. Reappointment is not guaranteed, but is based upon an exemplary performance record and the successful completion of all interviews and applications required for returning staff. The Impact Leader’s performance will be evaluated to maintain the highest possible standards. Failure to meet any of the qualifications or responsibilities listed in this agreement or specified by the Spiritual formation team, may result in personnel sanctions which could include, but are not limited to, verbal or written warnings, probation, or possible termination.

