



## Impact Service Team (Fellowship Leader)



**PURPOSE:** The Impact Service Team empowers the student body towards service and volunteerism consistent with the mission of Rochester College, The Center for Student Life, and Spiritual formation. An Impact Service Team member provides support to a unique co-curricular partnership between Campus Ministry and School of Business: Social Entrepreneurship. Impact service team members serve 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
- 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. Help plan and execution service/volunteer opportunities for the student body, faculty, and staff.
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 Impact service team to delegate service event responsibilities among the team members.

4. Help lead groups of Rochester College students on service/volunteer opportunities outside of the Rochester College Community
5. 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. Perform assigned tasks in a timely and professional manner and meet assigned deadlines consistently. (24 hour email response time for external emails)
4. Perform other duties as assigned by the ADSF

**Support of Policies and Standards:** An Impact service team member is a representative of the College in his/her relationships and contacts both on and off campus. Impact team members are 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:** An Impact team member is expected to participate in staff training, which is designed to develop the team member 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

**TIME COMMITMENT:** Although it is difficult to quantify a ministry role, an Impact team member can expect to put in at least an average of 2-4 hours/week. (weeks leading a service/volunteer opportunity will require more work hours than other weeks.) Extra-curricular activities should not conflict with the time needed to effectively perform the assigned duties of the Impact team member position throughout the year. Impact team members are to be available and accessible to commuting and residential students throughout the academic year.

**The Impact team member 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 team member'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.**