



DAVIDSON COLLEGE CENTER FOR CIVIC ENGAGEMENT

Tips for Writing a Position Description

The Center for Civic Engagement works in partnership with public and nonprofit organizations to connect students, faculty and staff with opportunities to build community capacity and impact positive community driven change. The center would like to meet as many organizational needs as possible and detailed position descriptions are helpful in reaching out to the Davidson College community.

Roles Students Can Fill

Students may be able to support your organization in more diverse ways than you have considered. In addition to traditional direct service, students are available to assist in efforts that build organizational capacity. This allows you to achieve your goals and for students to utilize their skillsets and to connect to their academic majors.

Examples of possible roles/ responsibilities include:

- ◆ **Volunteer Management**—Improve volunteer placement and tracking, update training/ curriculum, update policies/ procedures, evaluate volunteer program, implement volunteer impact assessment, recruit community and/or student volunteers, plan recognition activities, develop communication tools
- ◆ **Training & Program Development**—Organize training workshops, develop modules, develop curriculum for new and existing programs, develop or implement new program
- ◆ **Fundraising**—Organize/ support fundraising events, identify grant or other funding sources, draft grant applications
- ◆ **Communications**—Develop/ edit website and social media tools, identify potential partners, meeting logistics and minutes, create and share newsletters, write press releases
- ◆ **Research**—Data collection and analysis, build or improve upon database, program assessments, oral histories, policy research and issue briefs, evidence-based practices/ model programs
- ◆ And likely any other idea you have... Let's work together to create mutually beneficial experiences!

Writing a Position Description

- ◆ **Title**—A new position and title does not need to be created but a title can be helpful in communicating the role at a quick glance. Something more descriptive than “intern” or “volunteer” will jump out to people skimming a long list.
- ◆ **Responsibilities**—What should a person in this role expect to do on a daily basis? How do the duties align with the mission of the organization and help to meet your goals? It may also be helpful to include where a person is expected to work, any specific times (or the general hours) as well as if this is a role for an individual or a project that can be completed by a group of students.
- ◆ **Qualifications**—If a particular skillset is required it will be helpful to mention that in advance.
- ◆ **Process**—Is there an application process? If so, how should an interested individual apply? Is there a deadline?
- ◆ **Contact Information**—Who should an interested person contact about the position? What is preferred method of communication?

Sample Descriptions are on the Reverse Side

Timeline

- ◆ **Academic Calendar**—Students arrive on campus for the fall 2016 semester on August 22nd. Semester classes end on December 7th. The spring 2017 semester begins on January 17th and ends on May 10th. A week of exams follows each of the semester end dates. Spring Break 2017 is March 6th-10th.
- ◆ The opportunity booklet in hard copy will be updated at the beginning of each semester. Opportunities submitted throughout the semester will be added to an online version as well as to WildcatSync.

Sample Descriptions

Charlotte Rescue Mission (www.charlotterescuemission.org)

Mission: Transforming lives in the name of Christ by serving people struggling with addiction, poverty or hopelessness with the goal of returning them to society as productive, self-sufficient citizens.

Role: Volunteer Management Intern at Dove's Nest

Dove's Nest is the women's program of CRM and provides 120 beds for women in addiction recovery and their children. The Volunteer Management Intern will report to and provide support for the Volunteer Coordinator. Responsibilities include tasks to cultivate meaningful relationships with volunteers such as thank you cards, follow up phone calls, record keeping, overseeing the enrichment activity schedule and occasional oversight of volunteer groups on the weekends (depending on availability). The intern should be on site in Charlotte 5-10 hours each week although the hours are flexible and some tasks may be completed off-site. A semester commitment is required and an academic year commitment is ideal. Successful intern candidates will be friendly, organized and passionate about helping people transition from addiction/poverty to self-sufficiency. Interns must be female (it is an all female facility).

Contact: Kristin Kelly Blinson, Kristin.Kelly@charlotterescuemission.org

International House (www.ihclt.org)

Mission: To promote international understanding and help immigrants integrate fully into our community.

Role: Citizen Diplomacy Intern

The intern will help to plan programs for international visitors and will work under the supervision of the Citizen Diplomacy Program Director. Responsibilities include research and development (identify potential program themes, maintain current information files on the City of Charlotte and its resources), marketing (develop promotional packet), program design (logistical arrangements, visitor information packets, create itineraries) and data maintenance (record visits and resources in database). Interns must be organized, positive, flexible, independent, responsible and self-motivated. They must also possess cultural awareness and sensitivity as well as excellent communication skills and computer proficiency. Desired qualifications include knowledge of foreign languages, strong interest in political science/ foreign affairs and international background or travel experience. A semester commitment of 12-15 hours each week is required. To apply, email a cover letter and resume (Subject: CDP Intern) and complete a volunteer application at <http://www.ihclt.org/volunteer.php#CDP>. Please submit application prior to July 24th.

Contact: Tanja Pauler, Volunteer Coordinator, tpauler@ihclt.org

Sow Much Good (www.sowmuchgood.org)

Mission: Growing healthy communities in underserved neighborhoods by providing direct access to fresh, affordable food, educating and engaging residents to adopt health eating habits and advocating for the right of every person to have real food security.

Role: Project-Based Needs (For Individuals or Groups)

In addition to support in day-to-day farm operations, SMG is seeking support on special projects. Each project could likely be completed (or prepared for the next phase) in one semester and could be done by a small group rather than one individual. The anticipated time commitment is 3-4 hours each week. The three current/most pressing projects are:

- Model the expected yield of a new urban farm, factoring in space and soil quality constraints
- Develop the most efficient and effective (e.g., fuel use and time) delivery route for approximately 30 houses for our pilot Community Supported Agriculture program
- Determine how to best utilize the new office space that will function as a meeting place for community engagement events as well as staff meetings

Contact: Robin Emmons, robin@sowmuchgood.org