**General Information on Student Volunteer Fellows**  
**2006-2007**

Fellows serve as facilitators for volunteer opportunities. Through this program community volunteer needs are met and students are encouraged to become involved in service projects. Fellows assess and deal with requests as they come into the office by responding to requests for information from students and from members of the community. They are responsible for developing opportunities and encouraging participation in volunteer activities. While most Fellows make a year-long commitment, we welcome one-semester applications.

Fellows will be paid $900 per semester and will be expected to work an average of 8 hours per week for fall and winter semesters. Two of these hours must be in the office. Fellows in residence during Short Term will be paid an additional $350. Fellows will meet weekly with each other, and monthly with the coordinator. They will submit a monthly progress report and a monthly work plan, as well as maintain the project record and grant record books.

**General Position Description:**

1. **Serve as a leader in recruiting, training, coordinating and motivating students in Bates College’s efforts to engage students as volunteers in the community.**  
   • Maintain an awareness on campus of current volunteer activities that Bates College is involved with in the community.  
   • Work to maintain the sustainability of current and new volunteer activities.

2. **Work closely with the Harward Center for Community Partnerships staff and Volunteer Office Coordinator to meet the volunteer needs of the community and to maintain effective relationships with volunteer sites and their staffs.**  
   • Meet with Harward Center staff to ensure a continuum of volunteer support and services.  
   • Complete monthly reports on volunteer activities.  
   • Work with Volunteer Office Coordinator to review volunteer grant applications, act on them, and monitor available funding.  
   • Participate in recruiting and hiring Fellows for the following year.

3. **Work individually and/or collaboratively to meet the leadership expectations.**  
   • Participate in Student Volunteer Fellowship activities eight hours a week.  
   • Organize 2 student-led volunteer fairs—one at the beginning of each semester.  
   • Generate new student volunteers through expanded outreach to various students and student groups.  
   • Obtain and keep current Bates College van certification.
HARWARD CENTER FOR COMMUNITY PARTNERSHIPS
Student Volunteer Fellows
2006-2007

POSITION DESCRIPTIONS

Events Coordinator—Plan, implement and report on at least one service event per month that is open to anyone as a one-time opportunity:

Past examples — Longley Haunted House, Make a Difference Day (Oct), Hunger and Homelessness Events (Nov), Advocates for Children Holiday Festival (Dec), MLK campus events and MLK Read-In (Jan)

 Clubs and Teams Coordinator—Research and organize opportunities for service that will involve athletic teams and student organizations:

Past examples — events with senior citizens at Blake Street Towers, Women’s Resource Center/Poland High School partnership, Family for ME adoption events

New Project Development/Publicity Coordinator—Address new issues as they come into the office and develop new programs. Take responsibility for all publicity—coordinating with HCCP administrative assistant, maintaining bulletin board, connecting with Bates Student, etc.

Past examples—Orientation activities, Volunteer Fairs, AESOP liaison

Site Coordinator for Longley Mentoring and Montello Reading Programs—Recruit and work with volunteers for these 2 programs, and participate in one of them. Longley mentors meet one-on-one with 5th and 6th graders at Longley School once a week from 11 to noon. The Montello Reading Program matches Bates students one-to-one with Montello 2nd graders to read for an hour after school, Tuesdays and Thursdays from 2:45 to 4:15. This Fellow will also organize one field trip to Bates per semester for both programs and organize reflection gatherings for volunteers.

Site Coordinator for Hillview Family Development and Blake Street Towers—Recruit and work with volunteers in the Hillview after-school program on Mondays and Wednesdays from 2:50 to 5 p.m., planning activities and helping elementary-school-aged children with homework. Work with Lewiston Housing Authority coordinator to develop programs for senior citizens at Blake Street Towers. Organize reflection gatherings for volunteers.

Site Coordinator for Trinity Jubilee Center—Recruit and work with volunteers at the Trinity Soup Kitchen. Schedule volunteers and organize reflection gatherings. Work with Trinity coordinator to develop other volunteer programs as needed.
HARWARD CENTER FOR COMMUNITY PARTNERSHIPS
Student Volunteer Fellowship
Application

The Student Volunteer Fellowships are for one academic year. Fellows receive $1,800 for 8 hours of work per week coordinating activities and student volunteers. Four copies of the application must be submitted to the Harward Center no later than Monday, March 20 by 4:00 pm.

Name______________________________  Class_____________________
(please print)

Campus Mail__________ Campus Phone_______ Email_________________

Home Address___________________________ Home Phone_____________

Do you plan to be on campus during Short Term 2007? ________________

Each application must include:
1. This completed cover page
2. A recommendation from a faculty or staff member (preferably pertinent to your interest in community service)
3. A recommendation from a community member with whom you’ve worked
4. Position choices (see Student Volunteer Fellow information sheet)—please list top 3 preferences for area of responsibility and include your reasons for the choice and the skills and experiences that best qualify you.
5. A one- to two-page essay that describes your interest in providing leadership through community service. Some issues you may wish to address include:
   • familiarity with current community issues;
   • suggestions as to how to determine current unmet needs;
   • what particular new issues you would like to address during your Fellowship;
   • how best to recruit and organize a core group of fellow Bates students to implement activities.

Applicant signature__________________________ Date__________

You are welcome to contact Marty Deschaines (x8273, mdeschai) to discuss your application.