

Landis Center for Community Outreach Pre-Orientation Service Program

All leadership committee members must be available for planning meetings throughout the spring semester and be willing arrive on campus on Friday, August 19, 2016 to make final preparations for the Pre-Orientation Service Program, which runs from August 19-August 24.

POSP Leadership Fellow

\$2,000 Stipend

Responsibilities:

Spring 2016 [3 hours per week]

- Prior to the start of POSP, responsibilities include: attending Leadership Committee Meetings, assisting with marketing and recruiting FYS for POSP, meeting with the Director of the Landis Center to establish Community placement for weekly service throughout the summer
- Support camp directors in the development of potential collaboration opportunities, preparation of programming outlines and supply lists
- Design schedule of events for POSP
- Coordinate marketing and outreach efforts to potential first year participants
- Redesign first year student application
- Update and maintain POSP website

Summer 2016 [30 hours per week/8 weeks/on-campus]

- 8-week community placement and service at partnering organization (8+ hours/week)
- Collaborate with the Dean of the College office and Parent Relations office to promote POSP
- Maintain communication with the Office of Residence Life for early arrival information
- Collect and manage data associated with the receipt of first year student applications
- Coordinate selection process for first year students
- Communicate regularly with camp directors for programming and staff updates
- Develop outcomes and measurements to assess learning
- Arrange and confirm all logistics associate with meals and activities
- Plan and coordinate Community Dinner, including selection of award recipient
- Develop comprehensive supply list and purchase all supplies
- Research past POSP participants' involvement in leadership positions on campus
- Develop outreach plan to applicants who were not selected for POSP
- Update and prepare all materials for leadership committee, staff and first year students
- Identify and communicate with keynote speaker
- Research and implement a scholarship program for eligible first year participants

POSP 2016 and Beyond [Duration of POSP and 15 additional hours]

- Provide support to camp directors and staff
- Finalize details for all activities and meals
- Lead reflection and activities, as needed
- Coordinate special tasks such as dinner set-up and van driving
- Compile evaluation and assessment results
- Develop recommendations for POSP 2017
- Coordinate post-POSP Leadership Committee Meeting
- Plan POSP Reunion

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POSP Executive Director

\$100 Stipend

Responsibilities:

- Prior to the start of POSP, responsibilities include preparing agendas and facilitating Leadership Committee meetings, assisting Assistant Director of FYS with recruiting and selecting first year students and also being available to answer questions about all necessary details about the POSP program and early move onto campus.
- During the week of POSP, responsibilities include working to ensure that the first year students are welcomed to the Easton, Lafayette College, and Landis Community Outreach Center communities. In particular, the Executive Director will facilitate team building with all POSP participants by planning evening activities and reflection and encouraging a community-oriented atmosphere.
- After POSP, responsibilities include encouraging FYS to continue participation in the Landis Community Outreach Center volunteer programs throughout the school year.
- Other duties as assigned

Communication: Reports to Landis Community Outreach Center Professional staff and maintains constant communication with the Professional staff, KIC Camp Director, KIC Camp Assistant Directors, Firth Youth Center Camp Director, Easton Area Senior Center Camp Director, and West Ward Neighborhood Partnership Camp Director

POSP Assistant Director

\$100 Stipend

Responsibilities:

- Prior to the start of POSP, responsibilities include assisting Camp Directors in writing their proposals, specifically aiding with room reservations and supply list format.
- During the week of POSP, responsibilities include working to ensure that the first year students are welcomed to the Easton, Lafayette College, and Landis Community Outreach Center communities. Also, the Assistant Director will assist the Executive Director in facilitating team building with all POSP participants by coordinating reflection and other activities during the evening hours. In addition, responsibilities include assisting the Executive Director and Camp Directors with any problems during POSP.
- After POSP, responsibilities include creating opportunities for assessment of the POSP program from the first year students, as well as encouraging their continued participation in the Landis Community Outreach Center volunteer programs throughout the school year.
- Other duties as assigned

Communication: Reports to Landis Community Outreach Center Professional staff and maintains constant communication with the Professional staff, POSP Executive Director, Assistant Director of FYS, and other POSP leaders

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POSP Assistant Director for First Year Students

\$100 Stipend

Responsibilities:

- Prior to the start of POSP, responsibilities include recruiting and selecting first year students and then providing them with all necessary details about the POSP program and an early move onto campus. In particular, the Assistant Director of FYS must attend Experience Lafayette Day and coordinate all recruiting materials (PowerPoint, brochures, flyers, posters).
- During the week of POSP, responsibilities include working to ensure that the first year students are welcomed to the Easton, Lafayette College, and Landis Community Outreach Center communities. Also, the Assistant Director for FYS will assist the Executive Director in facilitating team building with all POSP participants by coordinating reflection and other activities during the evening hours. In addition, responsibilities include creating FYS and POSP staff buddy pairs and making certain that each first year student is comfortable in their living space and must be available in the case of an emergency regarding any first year student during the evening hours.
- After POSP, responsibilities include creating opportunities for first year students to stay connected, as well as encouraging their continued participation in the Landis Community Outreach Center volunteer programs throughout the school year.
- Other duties as assigned

Communication: Reports to Landis Community Outreach Center Professional staff and maintains constant communication with the Professional staff, POSP Executive Director, Assistant POSP Director, and other POSP leaders

Easton Area Senior Center Camp Director

\$100 Stipend

Responsibilities:

- Prior to the start of EASC Camp, responsibilities include contacting the community partner and determining the activities and necessary supplies for the EASC Camp.
- During the week of EASC Camp, responsibilities include overseeing all aspects of the program, transporting first year students to the site, arriving to the sites on time and with proper equipment, and ensuring all FYS have lunches provided by the College. The Director will also be responsible for working with the Professional Staff to plan and implement training for FYS planning and implementing daily reflections with FYS. Also, the EASC Director must be available in the case of an emergency regarding any of the first year students.
- After EASC Camp, responsibilities include encouraging the first year students to participate in Landis Community Outreach Center volunteer programs throughout the year.
- Other duties as assigned

Communication: Reports to the Landis Community Outreach Center Professional Staff and maintains constant communication with the Professional staff, and POSP Executive and Assistant Directors.

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Firth Youth Center Camp Director

\$100 Stipend

Responsibilities:

- Prior to the start of Firth Camp, responsibilities include contacting the community partner and determining needs of the Firth Youth Center camp, including any possible training for the first year students.
- During the week of Firth Camp, responsibilities include working closely with the community partner, overseeing all aspects of the program, transporting first year students to the site, arriving to the sites on time and with proper equipment.. The Director will also be responsible for working with the Professional Staff to plan and implement training for FYS planning and implementing daily reflections with FYS. The Firth Director must be available in the case of an emergency regarding any of the first year students.
- After Firth Camp, responsibilities include encouraging the first year students to participate in Landis Community Outreach Center volunteer programs throughout the year.
- Other duties as assigned

Communication: Reports to the Landis Community Outreach Center Professional Staff and maintains constant communication with the Professional staff, and POSP Executive and Assistant Directors.

KIC Camp Director

\$100 Stipend

Responsibilities:

- Prior to the start of KIC Camp, responsibilities include assisting the Professional Staff in determining the KIC Camp Assistant Directors and staff members. Also, the Director will work closely with the Assistant Directors to determine a theme, structure, and schedule of KIC Camp. Also, the Camp Director will work with the budget and supplies to determine how funds will best be spent during the week. The KIC Camp director will distribute flyers and information to eligible children and handle the recruitment plans for kids and teens.
- During the week of KIC Camp, responsibilities include overseeing all aspects of the program, including KIC staff, logistics, and KIC kids. The Director will work with the Professional Staff to plan and implement training for FYS, as well as the planning and implementing daily reflections with FYS. Also, the Director must be available in the case of an emergency regarding any of the KIC Camp staff members, first year students, or KIC kids.
- After KIC Camp, responsibilities include encouraging the first year students to participate in Landis Community Outreach Center volunteer programs throughout the year.
- Other duties as assigned

Communication: Reports to the Landis Community Outreach Center Professional Staff and maintains constant communication with the Professional staff, POSP Executive Director, KIC Camp Assistant Directors, KIC Camp Staff, and other POSP Camp Directors.

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TIC Camp Director:

\$100 Stipend

Responsibilities:

- Prior to the start of TIC Camp, responsibilities include assisting the Professional Staff in determining the TIC Camp Assistant Director. Also, the Director will work closely with the Assistant Directors to determine a theme, structure, and schedule of TIC Camp. Also, the Camp Director will work with the budget and supplies to determine how funds will best be spent during the week. The TIC Camp director will distribute flyers and information to eligible children and handle the recruitment plans for teens.
- During the week of TIC Camp, responsibilities include overseeing all aspects of the program, including TIC first year students, logistics, and TIC teens. The Director will work with the Professional Staff to plan and implement training for FYS, as well as the planning and implementing daily reflections with FYS. Also, the Director must be available in the case of an emergency regarding any of the TIC Camp first year students and/or TIC teens.
- After TIC Camp, responsibilities include encouraging the first year students to participate in Landis Community Outreach Center volunteer programs throughout the year.
- Other duties as assigned

Communication: Reports to the Landis Community Outreach Center Professional Staff and maintains constant communication with the Professional staff, POSP Executive Director, TIC Camp Assistant Directors, TIC Camp Staff, and KIC Camp Director.

West Ward Neighborhood Partnership Camp Director:

\$100 Stipend

Responsibilities:

- Prior to the start of WWNP Camp, responsibilities include contacting the community partner and determining the sites, activities, and necessary supplies for the WWNP Camp.
- During the week of WWNP Camp, responsibilities include overseeing all aspects of the program, organizing training, transporting first year students to the site, arriving to the sites on time and with proper equipment, and ensuring all FYS have lunches provided by the College. The Director will also be responsible for planning and implementing daily reflections with FYS. The WWNP Director must be available in the case of an emergency regarding any of the first year students.
- After WWNP Camp, responsibilities include encouraging the first year students to participate in Landis Community Outreach Center volunteer programs throughout the year.
- Other duties as assigned

Communication: Reports to the Landis Community Outreach Center Professional Staff and maintains constant communication with the Professional staff, and POSP Executive Director.