

**SERVICE-LEARNING  
LEADERS  
APPLICATION**

**2022-2023**



Dear Applicant:

Thank you for your interest in the **Service-Learning Leaders Program** at Concordia University Texas! We are looking for new student leaders to begin service during the 2022-2023 academic year. Are you a self-starter, imaginative, detail-oriented but still able to see the big picture, well-connected throughout the campus community, and passionate about serving others? Do you care about justice for your neighbor and encouraging social change? If so, serving as a Service-Learning Leader may be ideal role for you and for the Concordia community.

In order to apply to be a Service-Learning Leader, you should do the following:

- Read over the available position details described on the next few pages.
- **Complete** the **Student Application** page and return it to Dr. Schwartz. You can do this in two ways:
  - Go to **concordia.edu/leaderapplication** to find an electronic copy of the application, which you can fill out, save, and email to Dr. Schwartz (Ann.Schwartz@concordia.edu).
  - Fill out a hard copy of the **student application** page and return to Dr. Schwartz's office (leave under the door of her office, C-180).
- Ask **TWO** individuals to complete an attached **reference** form and return to Dr. Ann Schwartz (by email, campus mail, or leaving under C-180). This form should be completed by faculty, staff, or community reference persons. ***At least one reference form should be completed by a current faculty member.***
- Do all of this in time to meet the **FEBRUARY 25th deadline**.

Please contact me with any questions you have regarding the Service-Learning Leaders Program or the application process. Also, feel free to talk to this year's Service-Learning Leaders about their experiences. Check out the CTX Service-Learning sites on Facebook, Twitter, and IG, and Service-Learning on the CTX web page.

Blessings,

Dr. Ann Schwartz

Service-Learning Program Coordinator

[Ann.Schwartz@concordia.edu](mailto:Ann.Schwartz@concordia.edu)

# SERVICE-LEARNING LEADERS PROGRAM

The *Service-Learning Leaders Program* is an important component of the Service-Learning Program at Concordia University-Texas. Students selected for this program have a vital leadership role in encouraging Concordia students to be engaged in serving their community and reflecting on those service activities. The Service-Learning Leaders play a key role in promoting a more service-oriented and justice-focused campus culture. They work closely with students, faculty, staff, and community organizations.

The following positions will comprise next year's team of Service-Learning Leaders:

- **Community Service Leaders**—2 positions available
- **Stewardship Service Leader/Ranger**—1 position available

**ALL** Service-Learning Leaders will be involved in the following activities:

- **Working** a commitment of on average **6-8 hours per week**. Hours may vary from week to week. Work activities will differ depending on the leadership role.
- **Attending** orientation/training sessions in both Spring 2022 and several times during the Summer of 2022.
- **Assisting** with the Service-Learning Week at Concordia held the first week of November. Students will help with planning, organizing, publicizing, and engaging students in the week's activities.
- **Attending** a weekly team meeting with the Coordinator of the Service-Learning Program and other student leaders.
- **Helping** with Week of Welcome orientation events at the beginning of the 2022-2023 academic year.

Each leadership role on the Service-Learning Leaders team has its specific responsibilities. The details of the various roles are found on the following pages.

## OPEN POSITIONS:

### Community Service Leaders [TWO OPEN POSITIONS]

*These leaders connect the Concordia community with service opportunities in the larger community. They encourage students, faculty, and staff to look outward and respond to needs beyond the campus, and serve and be served by others from varied backgrounds. Community Service Leaders are responsible for:*

**POSITION 1:** Work with our service partner **Reveal Resource Center** in Cedar Park. This organization operates a food pantry and clothing closet for area residents. The service opportunity would be on Monday evenings.

**POSITION 2:** Work with our service partner **Brookdale Assisted Living** in Austin, nearby campus. We attend a weekly games and social time with residents and help with other special events. This leader may also host on campus opportunities for students to make cards for the residents, etc.

- **Coordinating** a weekly or bi-weekly service opportunity for members of the CTX community. The Community Service Leader will set up the opportunity, publicize it through a variety of means, recruit volunteers, coordinate transportation, meet with student volunteers at time of event, and engage volunteers in regular reflection exercises throughout the semester.
- **Connecting** with student organizations, units of the university, and faculty to encourage involvement of groups with service opportunities. The Leader will also work with faculty who are interested in having students be involved with *Academically-Based Service-Learning* through their classes.
- **Documenting** service opportunities properly through maintaining liability forms for all volunteers, recording volunteer attendance, completing event documentation forms, and taking pictures.
- **Assisting** other Service-Learning Leaders with their service projects and tasks, as needed.
- **Using** the GivePulse web system to promote and document service opportunities. *Leaders will be trained in how to use GivePulse before the fall semester.*

**\*\*Leaders must have access to transportation to serve in this position and will be required to complete a short online driver safety training.**

## **Stewardship Service Leader/Ranger [ONE OPEN POSITIONS]**

*This leader connect the Concordia community with service opportunities involving stewardship of the environment. They encourage students, faculty, and staff to consider how to be good stewards of the beautiful natural surroundings which members of the CTX community and surrounding communities are able to enjoy. In addition, this leader will work with local environmental organizations to plan periodic opportunities to do stewardship service in the local area. **This position is also a join position with the CTX Department of Environmental Stewardship & Conservation, so this leader will also have the opportunity to work part-time with the Ranger Program and will be a liaison with that program.** The Stewardship Service Leader is responsible for:*

- **Coordinating** a monthly on campus service opportunity with CTX Environmental Stewardship as well as special service opportunities during Nature Fest, Service-Learning Week, and at other times.
- **Working** with local community environmental organizations to plan periodic service opportunities in the Austin community.
- **Connecting** with student organizations, units of the university, and faculty to encourage involvement of groups with service opportunities. The Leader will also work with faculty who are interested in having students be involved with *Academically-Based Service-Learning* through their classes.
- **Documenting** service opportunities properly through maintaining liability forms for all volunteers, recording volunteer attendance, completing event documentation forms, and taking pictures.
- **Participating** in volunteer (unpaid) service opportunities coordinated by other leaders per semester and working with other projects of the Service-Learning Program as needed.
- **Using** the GivePulse web system to promote and document service opportunities.
- **OTHER DUTIES AS REQUIRED BY THE RANGER PROGRAM (Contact Zach Stark, Director of Environmental Stewardship and Conservation, at [Zach.Stark@concordia.edu](mailto:Zach.Stark@concordia.edu) for more information.)**

# APPLICATION

The following questions are to be completed by the applicant. Please submit as an attached **typed** document. Thank you.

Name:

Email address:

Phone number:

1. Why are you interested in serving as a Service-Learning Leader? Which specific position are you applying for?
2. What qualities, skills, knowledge, and experiences would you bring to this position that would benefit Concordia and those you serve?
3. What areas of service or justice are you passionate about and why?
4. If you are applying to be a *community service leader*, would you have your own transportation to and from volunteer sites?

**THE REMAINING PAGES CONTAIN  
REFERENCE FORMS TO DETACH AND ASK  
TWO INDIVIDUALS TO COMPLETE AND  
SUBMIT.**

# REFERENCE FORM #1

The Service-Learning Program at Concordia is looking for students who are actively working to integrate their faith, studies, and life. We need students of sufficient maturity, integrity, and passion in order to serve as leaders. The following form is to be completed as the result of a request by a current Concordia student who asked you to be a reference. This form has been adapted from one used by Calvin College's Service-Learning Program.

The student asking for your reference is applying for the following position: \_\_\_\_\_

This form should take 5 to 10 minutes to complete. Thank you for your assistance.

Your Name:

Your Email Address:

Your Department and Position:

Student's Name:

What is your relation to this person?

How long have you known this person and in what capacities?

Please rate the following personality characteristics (1-15) concerning this person:

- 0** = No opportunity to observe
- 1** = Poor
- 2** = Average
- 3** = Above Average

1. Judgment (common sense, decisive, accepts suggestions, considers alternative solutions)
2. Listening skills (grasps subtle meanings well)
3. Oral expressions (clarity, articulates position well)
4. Initiative (self-starter, independent, needs little to no supervision)

5. Performance under pressure (prioritizes responsibilities, has ability to attend to multiple responsibilities)
6. Demeanor (warm, positive, responds to others' needs)
7. Study/work habits (well-organized, uses time effectively, always prepared)
8. Industry (perseverance, endurance, hard worker)
9. Dependability (reliable, can count on him/her to follow through)
10. Leaderships (gains respect through example, others look to him/her for direction)
11. Integrity (practices high principles without invoking antagonism, consistent moral standards)
12. Self-understanding (knows own strengths, knows and works on weaknesses)
13. Openness (shares feelings, seeks and accepts advice)
14. Exercise of authority (capable of supporting and correcting others tactfully and effectively)
15. Integration of faith and life (seeks to understand how faith shapes life, wrestles with "big" issues, asks good questions)

**In additions, please respond to the following questions:**

16. Do you recommend this person as someone capable of handling a semi-professional position and representing the goals and values of Concordia University Texas? (Yes or No)

17. Other comments:

# REFERENCE FORM #2

The Service-Learning Program at Concordia is looking for students who are actively working to integrate their faith, studies, and life. We need students of sufficient maturity, integrity, and passion in order to serve as leaders. The following form is to be completed as the result of a request by a current Concordia student who asked you to be a reference. This form has been adapted from one used by Calvin College's Service-Learning Program.

The student asking for your reference is applying for the following position: \_\_\_\_\_

This form should take 5 to 10 minutes to complete. Thank you for your assistance.

Your Name:

Your Email Address:

Your Department and Position:

Student's Name:

What is your relation to this person?

How long have you known this person and in what capacities?

Please rate the following personality characteristics (1-15) concerning this person:

**0 = No opportunity to observe**

**1 =Poor**

**2 =Average**

**3 =Above Average**

1. Judgment (common sense, decisive, accepts suggestions, considers alternative solutions)
2. Listening skills (grasps subtle meanings well)
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15. Integration of faith and life (seeks to understand how faith shapes life, wrestles with "big" issues, asks good questions)

**In additions, please respond to the following questions:**

16. Do you recommend this person as someone capable of handling a semi-professional position and representing the goals and values of Concordia University Texas? (Yes or No)

17. Other comments: