



AMERICAN UNIVERSITY

Community Service Center

Freshman Service Experience (FSE) Coordinator Summer 2010

Coordinator Job Description:

FSE Coordinators (four to five in all) work as a team throughout the summer to design, plan and implement the Freshman Service Experience, a 4-day program for approximately 650 incoming students and 90 upper-classmen leaders. Their role is to identify and negotiate site placements (schools and nonprofit groups), design the opening session and evening programs, place incoming freshmen in 30-50 nonprofit locations throughout the DC metropolitan area, prepare leaders to work with their groups and sites, and oversee the actual program which will take place from August 16-19, 2010. This is a great leadership opportunity, as well as a way to get to know the DC metropolitan area, its socio-economic issues, distinct neighborhoods, history, and political concerns.

Qualifications & Background

- Demonstration of leadership, initiative, and organization
- Knowledge of DC area nonprofit organizations and/or schools
- Experience in community service or service-learning
- Event or project planning experience
- Ability to work as part of a team
- General computer skills
- Flexibility, troubleshooting, and problem solving skills

Application Process

- Please fill out the online application and complete three essays. We will invite the top applicants to interview with Community Service Center staff and previous Coordinators.
- Applicants who are applying while overseas will be eligible but must be available for a phone interview in February.
- Applications are due by **January 29th** and decisions will be made by **February 19th**. They are submitted electronically.

Compensation and Benefits

- Coordinators are expected to be available to work from June 1st – August 19, 2010. Hours are flexible for June and July but require about 30 hours weekly and a full-time commitment (40 hours weekly) from July 26 through August 19 when FSE ends. About 10 additional hours will be needed in late August or early September to put closure to the event.
- Coordinators are compensated on an hourly basis at \$10.50—10.75 per hour.
- All meals during the week of FSE are included.
- Being a Coordinator offers professional and skills development opportunities in databases and computing, event planning, finances, organizing group service activities, writing, public speaking, group dynamics and facilitation, and implementing service-learning projects.

Questions: If you want additional information about the position, please contact Marcy Fink Campos or Donald Curtis at x7378 or email us at fse@american.edu. You can also visit our website at www.american.edu/volunteer to learn more about the Community Service Center and its many programs.



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Projected Timeline

December 18	Applications Available at www.american.edu/ocl/vp/ocljobs
January 29	Applications Due Online
February 1	Leader Applications Posted
February 8-12, 15, 16	Interviews
February 19	Notification of Acceptance/Denial
February 24	Signed Employment Agreement due to Community Service Center by 5pm
February 26	Leader Applications Due
March 15-19, 22-26	FSE Leader Group Interviews
April 2	Leader Selection and Notification
June 1	Start Date for FSE Coordinators
June 18-19	NSO Session I
June 22-23	NSO Session II
June 25-26	NSO Session III
June 29-30	NSO Session IV
July 6-7	NSO Session V
July 9-10	NSO Session VI and Transfer Transitions
August 14	FSE Leader Training
August 16-19	FSE
August 23-27	10 Additional Hours; Post-FSE Evaluations/Wrap-up