



COMMUNITY DIRECTOR

Division: Provost and Dean of the College
Department: Service Learning
Reports To: Provost and Dean of the College
FLSA Status: Exempt– Fulltime
Schedule Variation: 12 months of year – 37.5 regular scheduled hours per week
Benefits Eligibility: Full Benefits
Prepared By: Department of Human Resources
Approved Date: February 2008

SUMMARY

Develops, plans, implements, administers and evaluates service-learning programs that include civic engagement, student work study, and coordinate other projects involving state and local community coalitions and agencies.

ESSENTIAL FUNCTIONS

- Responsible for teaching COMMUNITY courses within the college's Quality Enhancement Plan (QEP).
- Attends training sessions periodically to stay current with service-learning methods & curriculums
- Trains Centenary professors to teach COMMUNITY program courses
- Co-leads a COMMUNITY Module approximately every other May
- Teaches the SERVICE track of the COMMUNITY program
- Conducts Orientation and weekly classes/Reflection meetings (estimate 5-7 sections to start, fewer will be required if profs integrate COMMUNITY into classes)
- Research COMMUNITY grants & apply for same in conjunction with development officer
- Attends all Faculty and Centenary Plan committee meetings. The Centenary Plan committee evaluates the criteria for components of the Centenary Plan.
- Implements continual assessment and feedback procedures ensuring on-going improvement of all service programs (assisted by COMMUNITY Coordinator)
- Matches Service Track students with service placement (assisted by COMMUNITY Coordinator)
- Attends regional & national conferences
- Presents "the Centenary COMMUNITY story" at regional & national conferences
- Assists admissions staff with recruitment when asked to tell the "COMMUNITY story" – including checking the web for questions (new).
- Represents Centenary College on a variety of agency boards.
- Other related projects, duties and responsibilities may be assigned as deemed necessary.

SUPERVISORY RESPONSIBILITIES

Community Coordinator, Administrative Assistant, Student Workers and Student Work Study.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Master's degree required, and training or experience that provides the required knowledge and abilities.
- Must have knowledge of service learning models and methodologies and experiential educational services.
- Must have working knowledge of curriculum development and instructional design.



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- Must have working knowledge and experience with community issues and dynamics.
- Must have working knowledge of the community and risk management.
- Travel may be required, including but not limited to site visits. A valid driver's license and a personal vehicle are required.
- Must be people-oriented individual, have good communication skills, and the ability to work with a diverse group of people.
- Must be well organized, self-motivated, and able to work independently.
- Computer skills should include word processing, spreadsheets, email, and database applications. Experience with Excel preferred. Experience with Excel and Access preferred.
- Must be able to fulfill job requirements in a high-energy, high-traffic area.

Send cover letter and resume to:

**Human Resources
Centenary College of Louisiana
P.O. Box 41188
Shreveport, La. 71134
Fax: (318) 869-5281
Email: hr@centenary.edu**