

Spiritual Formation 2022-2023

Community Outreach Leader

Job Description

The primary purpose of the Community Outreach Leader at Simpson University is to assist the Director of Spiritual Formation and Community Outreach Coordinator in all duties related to various aspects of student community outreach on campus, including but not limited to developing service opportunities; partnering with local ministries, non-profits, and individuals; and nurturing a student commitment to local service and community outreach. This leadership role will require an average of 5-6 hours per week. Like all student leaders, Community Outreach Leaders are required to sign the Student Leadership Covenant and Student Contract upon acceptance of this position.



Compensation:

A \$2000 scholarship will be given to each student in this position. It will be dispersed over the course of 1 full academic year, equal in amount to \$1000/semester. Consult with Financial Aid to ensure scholarship eligibility before accepting the position.

Prerequisites & Qualifications:

1. Demonstrates an active faith development, intentionally growing in their relationship with Jesus Christ and living consistent with the university Mission, Vision, and Values.
2. Enrolled as a full time student and in good standing with the University.
3. Proficient in academic pursuits (with a cumulative 2.5 GPA), in good standing with Student Development guidelines, Chapel attendance, and the Simpson University community as a whole.
4. Holds at least a sophomore standing and possesses the heart and the skills necessary for administrative responsibility.
5. Ability to interact professionally with persons related or unrelated to Simpson University.
6. A teachable spirit, possesses organizational skill, attention to detail, and demonstrates leadership abilities as well as the ability to deal appropriately with confidential information.
7. Possesses a working knowledge of Microsoft programs (i.e. PowerPoint, Word, Excel, Outlook, etc.) or at least a willingness to be trained.
8. Limit outside commitments to 10-15 hours (including other on campus employment by Simpson University) with supervisor approval.

Core Responsibilities:

1. Actively seek and discern what the Holy Spirit is doing on campus and in the lives of students through spiritual listening, thoughtful conversation, and prayer. Seek out how God is inviting you to participate with Him in ministry.
2. Meet with the Community Outreach Coordinator to discuss the vision and direction for projects.
3. Assist the Community Outreach Coordinator in the planning and implementation of community outreach and service activities.
4. Coordinate, facilitate, and/or support community outreach and service efforts through regular meetings, chapel announcements, flyers, creative promotions, etc.
5. Perform administrative tasks associated with student programming, such as planning, recording attendance, reporting, writing thank you notes, etc.
6. Collaborate and partner with clubs, sports teams, and departments to promote participation in service projects.
7. Faithfully attend all Student Leadership Training and Community Outreach Team Meetings.
8. Meet weekly with Community Outreach Coordinator individually and as a Team.
9. Schedule a minimum of two (2) weekly fixed office hours and an average of 5-6 hours of work per week dedicated to student leadership responsibilities.
10. Implement a minimum of one ongoing individual outreach activities or organize two service projects AND participate in two Campus Ministry Team campus-wide events (e.g., Day of Service, Opportunity Fair, etc.) each semester.
11. Support other Community Outreach, Spiritual Formation, and Campus Life Student Leadership activities and events voluntarily and as assigned. All Student Leaders participate in New Student Orientation.

Required Dates of Attendance:

- New Student Leadership spring retreat – March 26th, 2022
- Student Leadership training (August and January) - August 25th - September 4th, 2022 & January 12-15th, 2023
- New Student Orientation (August and January)
- Student Leadership Banquet – April 19th, 2023
- Ongoing training and leadership celebration events

Dates of Leadership Commitment:

August 25th - September 4th, 2022 through May 13th, 2023