**Service Leader**

The Service Leader will have the opportunity to build a strong relationship with specific community partners by leading a group of volunteers once a month at a particular community partner site. Current community partnerships include the Central Rivers Farmshed, Hope Center, Portage County Humane Society, Boys and Girls Club and North Crest Assisted Living. (Additional sites may be considered as the program develops.)

**Primary responsibilities for Service Leader Include:**

* Service Day Logistics (in conjunction with Service Events Coordinator)
	+ Coordinate service day activities including ensuring that volunteers stay busy during service event
* Accountability to Student Involvement and Employment Office (SIEO)
	+ Attend and positively contribute to trainings dealing with service site logistics, social issue education and leadership/reflection facilitation
	+ Return all receipts, money, photos, binders, first aid kits and evaluations to SIEO after the event
	+ Uphold risk management policies of the University
* Participant Training and Reflection (under the direction of the Service Event Coordinator)
	+ Lead any pre-project meetings or trainings
	+ Establish a positive, inclusive, participatory, safe, culturally-sensitive, supportive group dynamic with your participants
	+ Educate volunteers on the significance of their work

**Important skills needed:**

* + Must be available during program times.
	+ Organizational abilities and the ability to meet deadlines
	+ Ability to work well with the Service Events Coordinator
	+ Ability to manage stress well
	+ Excellent communication skills
	+ Group facilitation skills
	+ Ability to create a comfortable/safe/inclusive environment for all participants
	+ Participation in previous SIEO service events strongly preferred
	+ Must be authorized to drive by the university or be able to obtain authorization

**Stipend:** This is a paid position. Students will be paid an hourly wage for all work done as a Service Leader. Service Leaders will work no more than 12 hours per semester.

**To Apply:**  The SIEO Service Events Leader application can be found on our website: https://www.uwsp.edu/centers/SIEO/pages/volunteerism/default.aspx. Please PRINT the application, fill out, including your answers to the essay questions and submit to the SIEO office, **050E Dreyfus University Center**.