

Service-Learning & Sustainability Coordinator

Position Overview:

The Service-Learning & Sustainability Coordinator oversees and manages a wide range of faculty, student, and staff initiatives in the areas of service-learning, community service, and campus greening.

Reports to:

Director of Service-Learning
Director of Student Involvement and Leadership

Supervisory responsibility: AmeriCorps VISTA in K-12 Partnerships (1), Service-Learning & Sustainability Assistant (1), Community Outreach Assistant (1), America Reads Volunteers (2), Student Recycling Crew (5)

Duties and Responsibilities:

- Work toward the development and implementation of service-learning projects, environmental programs, and campus outreach efforts.
- Implement academic Service-Learning program as set out by Service-Learning Advisory Committee, including faculty, student, and administration awareness of and involvement with service-learning opportunities at GMC.
- Coordinate campus sustainability efforts primarily through student programming, oversight of Student Campus Greening Fund, and supervision of student recycling crew.
- Develop and maintain college relationships with the local community and its members and agencies through outreach and service activities.
- Document and publicize achievements across the campus related to greening and service.
- Maintain an active professional life, keeping abreast of developments in mission focus areas of environment and service.

Qualifications:

Bachelor's degree required, preferably in an environment-related field. Must have excellent communication and writing skills, and the ability to manage and maintain budgets. Must be well organized, innovative, and self-motivated. Coordinator must be outgoing and possess excellent interpersonal skills. Experience promoting service activities and/or greening efforts is a plus.