



JPC Learn & Serve Co-Coordinator Application

John Perkins Center for Reconciliation, Leadership

Training and Community Development

JPC Learn & Serve Co-Coordinator Job Description

Learn and Serve is a student-led program mentored by the John Perkins Center. As coordinator you will be responsible for recruiting, hiring, and co-leading a team that coordinates regular opportunities for students to learn and serve in topics and themes of justice, community development, and reconciliation.

The JPC Learn & Serve coordinators, with the Core Team, help develop events to learn and serve with community partners and organizations, as well as immersive activities including Urban Plunge, Perkins Pilgrimage and/or Abara Border Encounter. The JPC Learn & Serve coordinator leads Core Team and the SPU community by providing administrative, organizational, promotional, and educational support throughout the year. Coordinators will help serve as a point of contact for students, community, and partner organizations.

Key Responsibilities

1. Organize, recruit, train and support the Core.
2. Promote campus awareness and opportunities for engagement.
3. Recruit, encourage and support SPU student volunteers to participate in community service experiences.
4. Prepare and participate in Learn & Serve sponsored ministry activities.
5. Collaborate with other student organizations and campus groups.
6. Lead and participate in Learn & Serve training, team building and recruitment activities.
7. Work with the John Perkins Center Advisors.



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8. Help to manage L&S budget along with co-coordinator and advisor.
9. Help create social media content and publish fliers for all L&S events and activities
10. This position is a 15 hour a week position.

Qualifications

The Coordinator is expected to:

- Demonstrate a growing faith relationship with Jesus Christ.
- Be passionate about community service engagement and encouraging others to serve.
- Have at least one year of experience with the John Perkins Center student leadership programs.
- Possess effective organization and communication skills.

Training and Support

The Coordinator will:

1. Train with the incumbent Coordinator.
2. Interview and train the new L&S Core.
3. Spend time during the summer preparing for the coming year.
4. Hours Include:
 - Meet with John Perkins Advisor (once weekly)
 - Meet with L&S Core team (once weekly)
 - Meet 1:1 with L&S Core team members (quarterly)



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- Meet for All Ministry Council (once weekly)
- Office hours and independent hours
- ASSP Officer of Ministries (periodically)

5. Participate in training and support through these campus leadership activities:

- SLDC Leadership Kickoff: Prepare new core for the upcoming year (Spring Quarter).
- Fall Leadership Conference: Meet John Perkins Center staff and student leaders, train as UI Core team, plan for upcoming year (September 2023, Fall Quarter start).
- All Ministries Leadership Kick-off: Reevaluate goals, reflect on progress, and participate in team-building activities (first or second weekend of Winter Quarter).
- John Perkins Center training gatherings focused on areas of community development, justice and reconciliation.
- SLDC leadership & development in-services (1 per quarter) in the 2023-2024 academic year.
- Leadership Celebration: end of the year celebration with all student leadership (Spring quarter, May 2025)

ACCOUNTABILITY:

The Learn & Serve Coordinator reports to the John Perkins Center Advisor. The Learn & Serve Coordinator also works collaboratively with other student coordinators for John Perkins Center, Campus Ministries, and other student programs.

SELECTION:



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The incumbent Learn & Serve Coordinators and the John Perkins Center Advisor shall select the Learn & Serve Coordinator.

COMPENSATION: This is a scholarship position. \$5,555.00 for the year

Volunteer Services Agreement

By offering various positions of volunteer leadership, the John Perkins Center hopes to provide educational and experiential opportunities that will contribute to the individual development of the undergraduate students at Seattle Pacific University. As a means of recognizing the significant commitment and dedication that our volunteers donate to their respective positions, JPC provides a scholarship to honor the service performed by some of the active volunteers.

This Volunteer Agreement shall remain in effect provided the student retains an Active Volunteer Status (AVS).

AVS entails the following things:

- The volunteer is enrolled for six or more credits, is making satisfactory progress toward his/her degree completion
- Maintain a cumulative 2.75 GPA



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- Abides by all SPU lifestyle expectations,
- Is in full attendance at the required events and activities (outlined in application form) and is satisfactorily performing the duties expected as a student leader in the John Perkins Center and in consultation with the program advisor.

****By signing you recognize the above requirements and conditions if hired by a JPC program, you are also agreeing to uphold the lifestyle expectations and attendance requirements if selected for this position.**

Signature: _____

Date: _____

For further information about the JPC Learn & Serve Co-Coordinator role, please contact:
perkinscenter@spu.edu

Please submit applications on Formstack no later than Wednesday, March 29, 2023.

Please include name and position you are applying for in the subject line.

If selected as a candidate, you will be asked to interview between March 29 through April 7. If you have any question, please email perkinscenter@spu.edu.