Baltimore First Individualized Direct Service Program
Executive Director

General Summary:
Founded in 2016, Baltimore First is a student-led individualized direct service program of the Center for Social Concern. Committed to building mutually beneficial, consistent relationships with community organizations across the city of Baltimore, Baltimore First provides local nonprofit and community organizations with weekly, bi-weekly, and monthly student volunteers.

This position is responsible for supporting the overall mission and vision of the organization by: 1) setting the strategic vision for and managing the Executive Board; 2) facilitating education workshops for Baltimore First members; and 3) building community among General Volunteers and Site Coordinators.

Dates: This position will run from May 24, 2019 through May 21, 2020.

Compensation: This position will receive a $1,000 stipend along the course of the 2019-2020 academic year, at a rate of $500 per semester.

Essential Job Functions:
Supervision, Advising, and Leadership Development (30% of time)
- Set a strategic vision and mission for Baltimore First and embody all core values for Executive Board, Site Coordinators, and student volunteers.
- Set the agenda and follow-up with action items for all board meetings.
- Plan and execute Executive Board retreat with CSC Staff Advisor.
- Collaborate with the CSC staff advisor to train, orient, and support all Board members.

Community Building and Volunteer Outreach (30% of time)
- Organize events (e.g. Community Nights) in order to build strong relationships with Site Coordinators and General Volunteers.
- Plan and execute the end-of-semester celebration.

Facilitation (15% of time)
- Familiarize self with facilitation theory and best practices.
- Co-facilitate all General Volunteer education workshops during the fall and spring semesters.

Grant Writing, Development, and Compliance (15% of time)
- Apply to internal grants on behalf of Baltimore First.
- Collaborate with the CSC Assistant Director of Communications to funnel information about Baltimore First into office-wide newsletters.
- Support CSC staff advisor in ensuring compliance with all Baltimore First volunteer expectations.

Other Duties as Assigned (10% of time)
- Attend weekly meetings with CSC Staff Advisor.
- Attend all board meetings, Site Coordinator trainings, and general meetings.
- Attend Executive Board retreat with CSC Staff Advisor in the spring and fall semesters.
- Participate in at least one weekly Baltimore First Individualized Direct Service Site as a volunteer.
- Participate in at least one professional development meeting and/or conference (e.g. IMPACT Conference, Active Citizens Conference, Maryland DC Campus Compact Service-Learning & Civic Engagement Conference, etc.) with CSC staff advisor.

Qualifications:
At least one year of service with Baltimore First and one year of Executive Board membership is required. Clear understanding of CSC and Hopkins policies and procedures preferred. Experience with peer leadership, relationship management, grant writing and/or curriculum development preferred.

Baltimore First Individualized Direct Service Program
Director of Community Partnerships

General Summary:
Founded in 2016, Baltimore First is a student-led individualized direct service program of the Center for Social Concern. Committed to building mutually beneficial, consistent relationships with community organizations across the city of Baltimore, Baltimore First provides local nonprofit and community organizations with weekly, bi-weekly, and monthly student volunteers.

This position is responsible for supporting the overall mission and vision of the organization by: 1) managing a mutually beneficial relationship with all community partners; 2) organizing logistics for all direct service sites; and 3) assessing and evaluating community impact.

Dates: This position will run from May 24, 2019 through May 21, 2020.

Compensation: This position will receive a $1,000 stipend along the course of the 2019-2020 academic year, at a rate of $500 per semester.

Essential Job Functions:
Logistics Management (40% of time)
- Work with CSC Staff Advisor to choose all direct service sites.
- Collaborate with community partners to design a semesterly work plan for student volunteers.
- Coordinate all logistics for service at a particular site (e.g. # of volunteers needed, days of the week volunteers needed, additional training/tools/resources needed, transportation, including Lyft partnership) and share that information with Director of Volunteer Management.
- Support Site Coordinators in managing the day-to-day logistics of volunteering. Troubleshoot any issues that may arise (e.g. canceling Hop Vans in time).

Community Partner Relationship Management (30% of time)
- Serve as the face of Baltimore First to all community partners.
- Maintain constant communication with community partners, sharing relevant information about student life at Hopkins (e.g. sharing the academic calendar every fall) and work with CSC staff advisor to troubleshoot any issues that arise during the course of the semester.
- Connect Site coordinators with Community Partners. Share the academic calendar (e.g. upcoming breaks, etc.) and final rosters with Community Partners.
- Conduct semesterly site visits with CSC Staff Advisor to all community partners.
- Design at least one initiative to support community partner relationships.

Community Impact Assessment and Evaluation (20% of time)
- Design a post-survey each semester for all community partners to evaluate their experience working with Baltimore First volunteers.
- Compile results of all assessments and share with CSC Staff Advisor, Executive Board Members, and, if applicable, Site Coordinators and student volunteers.

Other Duties as Assigned (10% of time)
- Attend weekly meetings with CSC Staff Advisor.
- Attend all board meetings, Site Coordinator trainings, and general meetings.
- Attend Executive Board retreat with CSC Staff Advisor in the spring and fall semesters.
- Participate in at least one weekly Baltimore First Individualized Direct Service Site as a volunteer.
- Participate in at least one professional development meeting and/or conference (e.g. IMPACT Conference, Active Citizens Conference, Maryland DC Campus Compact Service-Learning & Civic Engagement Conference, etc.) with CSC staff advisor.

Qualifications:
At least one year of service with Baltimore First required. Clear understanding of CSC and Hopkins policies and procedures preferred. Experience with logistics management, community impact assessment and evaluation, and/or relationship management preferred.

Baltimore First Individualized Direct Service Program
Director of Volunteer Management

General Summary:
Founded in 2016, Baltimore First is a student-led individualized direct service program of the Center for Social Concern. Committed to building mutually beneficial, consistent relationships with community organizations across the city of Baltimore, Baltimore First provides local nonprofit and community organizations with weekly, bi-weekly, and monthly student volunteers.

This position is responsible for supporting the overall mission and vision of the organization by: 1) managing volunteer intake processes; 2) organizing student volunteer logistics for all direct service sites; and 3) building a community around service for student volunteers.

Dates: This position will run from May 24, 2019 through May 21, 2020.

Compensation: This position will receive a $1,000 stipend along the course of the 2019-2020 academic year, at a rate of $500 per semester.

Essential Job Functions:
Volunteer Intake and Management (50% of time)
- Function as a direct liaison between volunteers and Baltimore First leadership.
- Collaborate with CSC Staff Advisor to update common application for Baltimore First.
- Support all recruitment related activities of the Director of Recruitment and Marketing.
- Design and send out commitment form to all potential volunteers.
    o Match all volunteers to their respective service sites.
- Create final roster of volunteers and share with CSC staff advisor, Executive Board members, and Site Coordinators.
- Plan and execute an orientation for new volunteers at the beginning of the semester to communicate Baltimore First's mission, vision, core values, and service model.

Assessment and Evaluation (40% of time)
- Design an assessment each semester for student volunteers to evaluate their experience in Baltimore First.
- Compile results of all assessments and share program recommendations with CSC Staff Advisor, Executive Board Members, and, if applicable, Site Coordinators and Community Partners.

Other Duties as Assigned (10% of time)
- Attend weekly meetings with CSC Staff Advisor.
- Attend all board meetings, Site Coordinator trainings, and general meetings.
- Attend Executive Board retreat with CSC Staff Advisor in the spring and fall semesters.
- Participate in at least one weekly Baltimore First Individualized Direct Service Site as a volunteer.
- Participate in at least one professional development meeting and/or conference (e.g. IMPACT Conference, Active Citizens Conference, Maryland DC Campus Compact Service-Learning & Civic Engagement Conference, etc.) with CSC staff advisor.

Qualifications:
At least one semester of service with Baltimore First required. Clear understanding of CSC and Hopkins policies and procedures preferred. Experience with logistics management, assessment team building, and/or event planning preferred.

Baltimore First Individualized Direct Service Program
Assistant Director of Volunteer Management

General Summary:
Founded in 2016, Baltimore First is a student-led individualized direct service program of the Center for Social Concern. Committed to building mutually beneficial, consistent relationships with community organizations across the city of Baltimore, Baltimore First provides local nonprofit and community organizations with weekly, bi-weekly, and monthly student volunteers.

This position is responsible for supporting the overall mission and vision of the organization by: 1) supporting volunteer intake and logistics for all direct service sites; 2) troubleshooting volunteer questions and concerns; and 3) building a community around service for student volunteers.

Essential Job Functions:
Tracking and Compliance (50% of time)
- Track commitment form and matching processes at the beginning of each semester.
- Send email updates to volunteers as needed.
- Ensure compliance with attendance expectations for service and education across Site Coordinators and General Volunteers.
  - Track Site Coordinator attendance logs and follow-up as needed.
  - Contact volunteers after their first absence to remind them of attendance policies.
  - Contact and meet with volunteers who have exceeded the allowed number of absences.
- Monitor completion of the CSC Student Training Path and contact volunteers who have not completed the training after the program begins.

Cohort-Building and Team Development (40% of time)
- Design at least one team-building initiative (not necessarily one event) per semester for student volunteers and Site Coordinators.
- Support Director of Education in conducting community-building activities during all general meetings.

Other Duties as Assigned (10% of time)
- Attend weekly meetings with CSC Staff Advisor.
- Attend all board meetings, Site Coordinator trainings, and general meetings.
- Attend Executive Board retreat with CSC Staff Advisor in the spring and fall semesters.
- Participate in at least one weekly Baltimore First Individualized Direct Service Site as a volunteer.
- Participate in at least one professional development meeting and/or conference (e.g. IMPACT Conference, Active Citizens Conference, Maryland DC Campus Compact Service-Learning & Civic Engagement Conference, etc.) with CSC staff advisor.

Qualifications:
At least one semester of service with Baltimore First required. Clear understanding of CSC and Hopkins policies and procedures preferred. Experience with logistics management, team building, and/or event planning preferred.

Baltimore First Individualized Direct Service Program
Director of Recruitment and Marketing

General Summary:
Founded in 2016, Baltimore First is a student-led individualized direct service program of the Center for Social Concern. Committed to building mutually beneficial, consistent relationships with community organizations across the city of Baltimore, Baltimore First provides local nonprofit and advocacy organizations with weekly, bi-weekly, and monthly student volunteers.

This position is responsible for supporting the overall mission and vision of the organization by: 1) organizing recruitment for the fall and spring semesters; 2) managing Baltimore First's social media presence; and 3) building a recognizable brand for Baltimore First.

Dates: This position will run from May 24, 2019 through May 21, 2020.

Compensation: This position will receive a $1,000 stipend along the course of the 2019-2020 academic year, at a rate of $500 per semester.

Essential Job Functions:
Program Promotion and Recruitment (50% of time)
- Develop a marketing plan for fall and spring recruitment for student volunteers.
- Organize three information sessions after the Student Involvement Fair for the fall and spring semester.
- Register for and organize Baltimore First displays at the Student Involvement Fair, CSC fairs, the Freshman Involvement Fair and SOHOP.
- Work with the CSC to design and order all promotional materials for recruitment (e.g. flyers, Facebook cover photo, lawn signs, banners, etc.), the academic year (e.g. t-shirts, laptop stickers, etc.), and the end of year celebration (i.e. giveaways, if required).
- Post flyers in relevant buildings (e.g. dorm halls, Gilman Hall, Gilman Tunnel, Mudd Hall, etc.) paint mural board during the first week of classes in the fall and spring semesters.

Brand Design & Social Media Management (40% of time)
- Build a recognizable brand for Baltimore First.
- Manage all social media platforms for Baltimore First (Facebook, Twitter, Snapchat, Instagram).
- Design one innovative social media campaign that captures the essence of Baltimore First's brand.

Other Duties as Assigned (10% of time)
- Attend weekly meetings with CSC Staff Advisor.
- Attend all board meetings, Site Coordinator trainings, and general meetings.
- Attend Executive Board retreat with CSC Staff Advisor in the spring and fall semesters.
- Participate in at least one weekly Baltimore First Individualized Direct Service Site as a volunteer.
- Participate in at least one professional development meeting and/or conference (e.g. IMPACT Conference, Active Citizens Conference, Maryland DC Campus Compact Service-Learning & Civic Engagement Conference, etc.) with CSC staff advisor.

Qualifications: At least one semester of service with Baltimore First required. Clear understanding of CSC and Hopkins policies and procedures preferred. Experience social media, recruitment, and/or brand management preferred.

Baltimore First Individualized Direct Service Program
Assistant Director of Recruitment and Marketing

General Summary:
Founded in 2016, Baltimore First is a student-led individualized direct service program of the Center for Social Concern. Committed to building mutually beneficial, consistent relationships with community organizations across the city of Baltimore, Baltimore First provides local nonprofit and advocacy organizations with weekly, bi-weekly, and monthly student volunteers.

This position is responsible for supporting the overall mission and vision of the organization by: 1) organizing recruitment for the fall and spring semesters; 2) managing Baltimore First's social media presence; and 3) building a recognizable brand for Baltimore First.

Dates: This position will run from May 24, 2019 through May 21, 2020.

Compensation: This position will receive a $1,000 stipend along the course of the 2019-2020 academic year, at a rate of $500 per semester.

Essential Job Functions:
Program Promotion and Recruitment (50% of time)
- Develop a marketing plan for fall and spring recruitment for student volunteers.
- Organize three information sessions after the Student Involvement Fair for the fall and spring semester.
- Verify/check over designs of promotional materials.
- Post flyers in relevant buildings (e.g. dorm halls, Gilman Hall, Gilman Tunnel, Mudd Hall, etc.) paint mural board during the first week of classes in the fall and spring semesters.
- Manage the Baltimore First email account.

Brand Design & Social Media Management (40% of time)
- Maintain all social media platforms for Baltimore First (Facebook, Twitter, Snapchat, Instagram).
- Support social media campaigns and designs.

Other Duties as Assigned (10% of time)
- Attend weekly meetings with CSC Staff Advisor.
- Attend all board meetings, Site Coordinator trainings, and general meetings.
- Attend Executive Board retreat with CSC Staff Advisor in the spring and fall semesters.
- Participate in at least one weekly Baltimore First Individualized Direct Service Site as a volunteer.
- Participate in at least one professional development meeting and/or conference (e.g. IMPACT Conference, Active Citizens Conference, Maryland DC Campus Compact Service-Learning & Civic Engagement Conference, etc.) with CSC staff advisor.

Qualifications: At least one semester of service with Baltimore First required. Clear understanding of CSC and Hopkins policies and procedures preferred. Experience social media, recruitment, and/or brand management preferred.

Baltimore First Individualized Direct Service Program
Director of Education

General Summary:
Founded in 2016, Baltimore First is a student-led individualized direct service program of the Center for Social Concern. Committed to building mutually beneficial, consistent relationships with community organizations across the city of Baltimore, Baltimore First provides local nonprofit and community organizations with weekly, bi-weekly, and monthly student volunteers.

This position is responsible for supporting the overall mission and vision of the organization by: 1) developing a robust curriculum for all student volunteers; 2) co-facilitating education workshops; and 3) building a culture of reflection among all Baltimore First members.

Dates: This position will run from May 24, 2019 through May 21, 2020.

Compensation: This position will receive a $1,000 stipend along the course of the 2019-2020 academic year, at a rate of $500 per semester.

Essential Job Functions:
Curriculum Development (40% of time)
- In collaboration with the CSC Staff Advisor, develop a 10-12 week curriculum for the fall and spring semesters for student volunteers.
    - Baltimore First curriculum should be issue-based and should focus on concepts that are relevant to Baltimore City.
- Create a "make-up" version of each workshop for those members who are unable to attend.
- Divide all members into cohorts of 9-10 individuals and ensure that during each workshop date, half of the cohorts will be on tours and half will attend the workshops.
- Plan and execute Site Coordinator retreat in the spring and fall in collaboration with the Director of Community Partnerships.
- In collaboration with the CSC Staff Advisor, organize Educational Tours that will take place during each workshop date.

Workshop Facilitation (30% of time)
- Familiarize self with facilitation theory and best practices.
- Co-facilitate 10-12 workshops in the fall and spring semesters for Site Coordinators and student volunteers.
- Build a culture of reflection among all Baltimore First participants.

Site Coordinator Management (20% of time)
- Work with the Director of Community Partnerships to design application for, interview, and vet Coordinators. Work with Director of Recruitment and Marketing to recruit Site Coordinators in the spring and fall semester.
- Maintain contact with Site Coordinators throughout the course of the semester to ensure they are completing all required tasks.
- Collaborate with Director of Volunteer Management to design at least one team-building event for Site Coordinators.

Other Duties as Assigned (10% of time)
- Attend weekly meetings with CSC Staff Advisor.
- Attend all board meetings, Site Coordinator trainings, and general meetings.
- Attend Executive Board retreat with CSC Staff Advisor in the spring and fall semesters.
- Participate in at least one weekly Baltimore First Individualized Direct Service Site as a volunteer.
- Participate in at least one professional development meeting and/or conference (e.g. IMPACT Conference, Active Citizens Conference, Maryland DC Campus Compact Service-Learning & Civic Engagement Conference, etc.) with CSC staff advisor.

Qualifications:
At least one semester of service with Baltimore First required. Clear understanding of CSC and Hopkins policies and procedures preferred. Experience with curriculum development, facilitation/training, and/or team building preferred.