

Baltimore First Shift Lead Expectations

Baltimore First is the [Center for Social Concern](#)'s primary community engagement program offered during the academic year. Committed to utilizing a sustainable service model, Baltimore First matches groups of students to volunteer with the same Service Partner for the duration of a semester. In addition to weekly volunteering, Baltimore First members attend educational workshops, critical reflection sessions, cohort socials, and Baltimore-based community events. By coordinating accessible opportunities to engage with Baltimore and facilitating complementary education and reflection sessions, Baltimore First equips students to intentionally engage with diverse communities, promotes awareness of Baltimore's social equity ecosystem, builds community both on and off campus, and inspires a commitment to active citizenship.

Baltimore First Shift Leads play an important role in ensuring that all volunteering runs smoothly by serving as key supports to the Student Directors. Shift Leads will be assigned to a Service Site based on preference and availability and will assist the Student Director's efforts in ensuring that volunteer operations run smoothly. In addition, Shift Leads will act as the Service Site Lead should the Student Director not be present for service. This role is unpaid.** However, Shift Leads will receive priority consideration for future Baltimore First Leadership roles and will have access to professional development workshops hosted by CSC staff.

Baltimore First Shift Leads are required to make a **semester-long commitment** and must participate fully to the best of their abilities in the following mandatory program activities:

- Education:
 - Attend/Complete required educational workshops/trainings
 - Participate in (1) Experiential Learning Event/Baltimore Field Trip
 - Attend Member Orientation
- Action:
 - Fully participate in volunteering responsibilities at assigned service site
 - Attend Baltimore First social events & community gatherings
- Reflection:
 - Participate in (1) small group site-specific reflection session
 - Participate in post-event reflection activities as applicable
- Other:
 - Monitor and respond to Baltimore First communications (sent via email and slack)
 - Comply with all JHU policies & procedures (including the student [code of conduct](#) and [admin on-call emergency procedures](#))
 - Log impact hours on Hopkins Engage

In addition, Shift Leads are required to perform the following special responsibilities:

- Regularly meet and/or communicate with the Student Director overseeing assigned Service Site
- Assist with site transportation (including calling Lyft's and/or driving a HopVan)
- Assist with volunteer coordination as needed (including communicating with volunteers, taking attendance, and logging impact hours)

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- Act as Service Site Lead in event that Student Director is unable to attend volunteer shift

***A \$100 stipend is available to any Shift Lead who is HopVan certified and drives volunteers to Service Site multiple times over the semester. An additional stipend (\$150-500) will be made available for Shift Leads that cover for Student Directors (e.g. independently lead a group of volunteers) 2 or more times throughout the semester. Stipends will be distributed contingent upon successful completion of the semester.*

Please keep in mind that when we volunteer, we are guests in established communities. Volunteering is a unique opportunity to learn from folks with diverse lived experiences and to expand our understanding of complex social challenges. We ask that all CSC students engage with community members with humility, respect, and an open-mind. All volunteers are expected to be fully engaged and present during service (e.g., no multi-tasking, excessive phone use, side conversations, etc.).

If for any reason you are unable to perform your Shift Lead responsibilities (including attending scheduled volunteering shifts and other required program activities), please give Baltimore First advance notice of **at LEAST 2 business days (Mon-Fri, 9am-5pm) prior to the scheduled activity**. Baltimore First is about building community and requires accountability to both our student members and service partners. Failure to meet the expectations outlined in this document could result in dismissal from Baltimore First.

The Center for Social Concern is committed to ensuring that participating in Baltimore First is a meaningful and inclusive experience for all students and community members. Please reach out to the Baltimore First Team (baltimorefirst@jhu.edu) if you have any questions, concerns, or accessibility requests.

