

Project Serve Coordinator

Job Description and Expectations

Job Description:

The Project Serve Coordinator is responsible for organizing Pepperdine's spring break service trips. This includes but is not limited to: researching and developing site locations and itineraries, selecting and training team leaders, selecting team members, organizing events related to project serve, leading fundraising initiatives, setting budgets, making presentations to various departments on campus about Project Serve, preparing reflection materials, and compiling assessment findings. Additionally, the Project Serve Coordinator will attend monthly PVC meetings, work in the PVC a minimum of 10 hours per week, attend PVC retreats and training workshops, and report weekly on program to Director. Project Serve Coordinator must be flexible and willing to work some evenings and weekends.

Expectations and Requirements:

- Commit to 1 full school year.
- Must have participated in Project Serve prior to applying. Previous experience as a Project Serve Team Leader preferred.
- Be in good academic standing.
- Exemplify outstanding leadership skills.
- Must be highly responsible and have good time management skills.
- Exemplify a strong commitment to service and evidenced in co-curricular activities.
- Display an understanding of the learning that occurs with service.
- Be an advocate for service at Pepperdine and at local agencies.
- Be a resource to students interested in service.
- Display an understanding of social justice issues.
- Excellent organization and communication skills.
- Excellent conflict management skills.
- Have an ability to maintain a high level of professionalism.
- Attend PVC staff training at end of August.

Coordinator Benefits:

- Orientation, training, and on-going supervision and support.
- The salary will be paid hourly not to exceed \$3,000 for the school year.
- Recognition (letters of recommendation, banquet, etc.).
- Understanding of perspectives of service in regard to students, professors and community agencies.
- Opportunity to make a meaningful contribution to Pepperdine and the surrounding communities.
- Friendly & supportive work environment.
- Excellent work experience.