Global Days of Service 2019 Program Chair Application

The Community Service Center (CSC) is Boston University's welcoming space for service, education, leadership, and reflection initiated by students in solidarity with our neighbors and community partners.

Overview: Do you want to help plan BU's largest service opportunity of the year? Global Days of Service (GDS) is a month of community engagement, education, and service. To create an experience that is meaningful and impactful for our students and community partners, we are looking for motivated, passionate program chairs (Research & Storytelling, Public Relations & Recruitment, and Donations & Logistics) to join our team! See position descriptions below.

Time Commitment:
- Total expected time commitment will not exceed 5 hours per week
- Attend the program chair retreat on Saturday, January 26th, 10 a.m.-1 p.m.
- Attend retreat for community partner leaders in late March (date and time TBD)
- Facilitate GDS days of service, April 6 and 20, 2019
- 3-5 office hours at the CSC per week during Spring 2019 semester (2-4 working office hours, 1 hour weekly meeting)

General Responsibilities: Please note that while each program chair has primary responsibilities, this is a team effort. You might need to assist the other chairs with their projects at some point. Furthermore, if you need help the PMs and other chairs will be around to help with your project.

1. Research & Storytelling Chair: The primary goal of this position is to help create the foundation of information that is needed to educate volunteers and Partner Leaders about the communities and Community Partners they will be working alongside. Additionally, this chair will work to share this foundation information with the greater BU community, in various ways like creating blog posts about different neighborhoods. Specific tasks may include:
   - Working with the CSC events, education, and reflection program manager to design education materials for volunteers to develop an understanding of the challenges and opportunities of our community partners and the neighborhoods in which we partner.
   - Researching community partners and neighborhoods to provide a basis for education and reflection for partner leaders and volunteers. This could include interviewing community partners or gathering information from neighborhood websites or databases.
   - Creating education profiles for each community partner, to prepare community partner leaders for service and reflection.
   - Using researched information, work with PR & recruitment chair and CSC storytelling program manager to help document the stories and experiences of our neighborhoods and community partners.

2. PR & Recruitment Chair: Recruit volunteers and raise awareness for the two days of service and work with the Research & Storytelling Chair to document Global Days of Service. Specific tasks may include:
   - Create promotional materials to advertise Global Days of Service and recruit volunteers on the CSC's social media channels.
   - Brainstorm and implement ideas to reach potential volunteers that might not traditionally volunteer with the CSC.
   - Document the experiences and perspectives of volunteers through blog posts, interviews, and photographs, focusing specifically on the student perspective of the experience.
   - Work closely with the CSC storytelling and public relations program managers to promote all the CSC's end-of-year events.

3. Donations & Logistics: Coordinate with local organizations and alumni to help the CSC obtain the resources needed to host Global Days of Service and other events. Specific tasks may include:
   - Source food donations for volunteers from local restaurants and organizations for two days of service.
   - Act as point person for setting up food and other logistics on the days of service.
   - Brainstorm and work to implement other events that could be held in conjunction with Global Days of Service, including fundraising events.
   - Assist with the planning of Giving Day promotions to raise donations from BU alumni and families.