OVERVIEW

The Community Service Center (CSC) is Boston University’s welcoming space for direct service, education, and reflection initiated by students in solidarity with our neighbors and community partners. Together, we aim to: provide the Boston University Community with opportunities to address and improve the critical concerns of Greater Boston; serve as a vehicle for personal growth and leadership; encourage students to be active and responsible citizens in neighboring communities; broaden the scope of the educational experience through service and reflection; serve Greater Boston in a meaningful and mutually beneficial way.

The program manager (PM) works on a team to define the unique identity of the Community Service Center (CSC) as a student initiated community engagement program. PMs define the service and education missions of their individual programs in solidarity with the mission of the CSC, Boston University Dean of Students, and Boston University at large.

Although most CSC 2016-2017 program managers will begin work in August, we have six program manager positions that will work through Summer 2016 in addition to the 2016-2017 Academic Year. The application for these positions will be released on December 4 and will be due on Thursday, March 17, 2016.

Alternative Service Breaks (ASB) Program Managers (2) organize and implement BU’s signature Alternative Breaks programs, providing action-oriented trips during winter and spring breaks. ASB PMs coordinate community partner sites nationwide, recruit and mentor a team of chairs and coordinators, and oversee individual trips as well as successful database and registration, scholarships, transportation, fundraising and donation, education, and social programs. ASB PMs ensure that the ASB experience is enriched with opportunities for education and critical reflection.

Student Food Rescue (SFR) Program Managers (2) provide a comprehensive food justice program to the BU community, including the signature food salvage program (collecting food from restaurants, bakeries, and grocery stores, delivering the food to shelters, meal programs, and food pantries), volunteer opportunities with hunger and food justice-related organizations, and related education and reflection programs on campus. SFR PMs will support CSC assistant director, interns, and transportation program manager on van maintenance, scheduling, and driver training.

CSC Summer Interns (2) will be students who have been selected as 2016-2017 program managers and who indicate that they are interested and available to work with the CSC for the summer. Interns will serve alongside CSC senior staff in a number of projects relating to the day-to-day operations of the CSC throughout the summer and planning initiatives for the 2016-2017 Academic Year (AY). Projects will be tailored to the Interns/PMs hired, and may include: 1) AY event planning and room reservations, 2) AY PM professional development programming, 3) AY PM retreat planning, 4) summer staff education and social program planning, 5) research and evaluation projects, 6) tasks related to intern’s AY PM position.
CSC Program Manager
Summer Opportunities

POSITION CALENDAR
Sunday, April 17
Summer Staff Communication Training
April (TBD)
AY 2016-17 Program Manager Orientation
Monday, May 16
Summer Housing Begins
Tuesday, May 17-Friday, June 3
May Staff Training
Monday, June 6-Friday, September 2
Summer Office Hours
Tuesday, August 23-Sunday, August 28
FYSOP Staff Training
Monday, August 29
Summer Housing Ends
Monday, August 29-Friday, September 2
FYSOP
Tuesday, September 6
AY 2016-17 Hours Begin
September-Early October
Post-FYSOP and Weeks of Welcome events

COMPENSATION
• $10/hour for up to 20 hours per week, beginning with the agreed upon start date.
  o Summer interns will be required to begin work and attend May Staff Training, May 17-June 3
  o ASB & SFR PMs may begin as early as May 17, but start dates may be negotiated.
• At least 5 unpaid vacation days in June or July (Required)
• Housing from Monday, May 16-Monday, August 29
  o Academic year housing begins August 29. Staff living off campus during Fall 2016 must find alternative accommodations as of 9 a.m. on August 29.

OTHER THINGS TO NOTE ABOUT THE POSITION
• Summer PMs and interns may be able to take classes during each summer session.
• Summer PMs and interns may be able to hold a second part-time job or internship.
• Summer PMs and interns are able to apply to be and, if selected, serve as FYSOP staff.
• Summer PMs and interns should notify CSC director and assistant director if they intend to take summer classes, hold a second job or internship, or apply to serve as FYSOP staff.