

Terps for Change Coordinator Application: Fall 2019 - Spring 2020

Terps for Change Coordinator Application

To apply to be a Terps for Change Coordinator, please review these roles and responsibilities for each coordinator position carefully and fill out the entire form. Be sure to press "Submit" at the end of the form. Applications are currently being reviewed on a rolling basis.

2019-2020 Terps for Change Coordinator Roles & Responsibilities

Terps for Change Coordinators act as liaisons between volunteers, our Community Partners, and Terps for Change Interns. You can read about the Terps for Change program on our website.

If you have further questions please contact Terps for Change at terpsforchange@umd.edu.

Benefits:

Gaining knowledge pertaining to professional development, social issues, and social identities through weekly training.
Practice thinking critically and proactive leadership to solve both anticipated and unanticipated problems.
Development of effective communication skills between multiple constituencies including staff, fellow coordinators, participants, and community partners.
Professional experience as well as a resume workshop and a potential letter of recommendation.

Qualifications:

Willing to learn and grow: particularly regarding skill building, program management, and social justice issues.
Having a can-do attitude.
Possessing time management and organizational skills.
Exhibiting strong written and oral communication skills.
Having the ability to think creatively and work in a team setting.
Demonstrating reliability to follow through on commitments and expectations.

All Coordinator Responsibilities:

Time Commitment: 6 - 8 hours/week

Make a commitment to be a coordinator throughout the rest of the academic year (2019-2020).
Attend weekly (Mondays 4-5:30 pm) meetings with Terps for Change Interns and other coordinators as well as attend a Fall Leadership Retreat.
Assist Terps for Change Interns with marketing and recruitment of all Terps for Change Programs and Terps for Change Interviews.
Meet weekly with Terps for Change staff, to be scheduled.
Complete the responsibilities of the "Terps for Change Coordinators" depending on individual placements.
Meet weekly and maintain regular communication with your co-coordinator (every site will have both a "Participant Lead" and a "Community Partner Lead").
Volunteer at your Terps for Change site weekly.
Schedule, create and implement interactive and informative activity plans for 8 weekly one-hour community dialogues. These dialogues will typically run from Week 3 of classes until Week 11 of classes, except for major breaks (Thanksgiving/Spring Break).
Conduct site visits during the first week of class.
Build community and enhance participation among the T4C volunteers attending your site.
Complete the responsibilities of either the "Participant Lead" or "Community Partner Lead."

Terps for Change - Participant Lead Responsibilities

Call volunteers on the non-dialogue weeks to check in on how volunteering is going
Call volunteers who miss dialogue to check in with them.
Track dialogue and site attendance.

Terps for Change - Community Partner Lead Responsibilities

Be the liaison between a specific site and Terps for Change; coordinating orientation, waivers, background checks, and informing volunteers of site cancellations with the Participant Lead.
Contact the community partner each week to assess how volunteering is going, what volunteers will be doing in the coming week, and working to develop community partner relationships.
Each semester, update site description and work closely with Terps for Change staff to ensure that coordinator and intern manuals are kept up to date.

Basic Information

First Name [Required]

What is your preferred first name (nickname)? [Required]

Last Name [Required]

UMD Email Address [Required]

Valid input:

- name@myschool.edu

Alternate Email Address [Required]

Valid input:

- name@myschool.edu

Which email do you prefer to use? [Required]

Valid input:

- name@myschool.edu

Permanent Mailing Address: [Required]

Directory ID (e.g. ksmith): [Required]

UID (e.g. 123456789): [Required]

Valid input:

- Numeric - ex: 1111

- can not contain any punctuation.

- can not contain any spaces.

- must be between 9 and 9 characters.

Phone Number [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

Expected Graduation Year [Required]

2020

2021

2022

2023

Program Interest

Have you been a Terps for Change coordinator in the past? [Required]

Valid input:

- Select only one choice.

- must select a value.

Yes

No

Service Availability

Please visit our website to learn more about the different sites that you can work with at: http://thestamp.umd.edu/leadership_community_service-learning/programs/terpservice/terps_for_change/about_our_community_partners

Important Note for Education Sites: Volunteering at an education site (CASA, Northwestern High School, and Little Lights) will require undergoing a background check. These background checks will require providing full name, date of birth (DOB), and a government issued photo ID. For Little Lights, participants will need to pay \$10 upfront for the background check, which can be reimbursed.

Please select the following sites that you are both interested in and available to work with in Fall 2019. [Required]

Keep in mind that if there are two times listed for one site, you will only need to attend one of the times. Also keep in mind that these times do include transportation

- A Wider Circle, Fridays 1pm-4pm
- Campus Pantry, Mondays 1pm-3pm
- CASA - Mi Espacio, Mondays OR Tuesdays 3pm-6pm
- Community Forklift, Fridays 9:30am-12:30pm
- ECO City Farms, Saturdays 8:30am-12:30pm
- Language Partner Program, hours determined by availability (2 hours/week)
- Little Lights, Thursdays 2:15pm-6:15pm
- Magruder Park, Saturdays 9:30am-12:30pm
- MNCPPC, Wednesdays 3pm-6pm
- Northwestern High School, Tuesdays OR Wednesdays OR Thursdays 3pm-6pm
- Seabury, Fridays 12:30pm-4:30m
- TerpFarm, Fridays 9am-1pm

Other Information

Are you available every Mondays from 4 PM - 5:30 PM for the coordinator meetings? These are mandatory. [Required]

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No
- Still adjusting the schedule

Please list any curricular and extracurricular commitments for the Fall 2019 semester. Please include approximate credit hours, work commitments, club commitments, etc. [Required]

List your commitments in the following format:

1. Coursework - 18 credits
2. Terps for Change - 6-8 hours/week
3. Work - 5 hours/week

Is your class schedule finalized? [Required]

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No
- Unsure

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Why are you interested in becoming a coordinator? [Required]

Valid input:

- must be between 100 and 500 characters.

Are you available to attend the Fall retreat that is 1 and a half days long? This is mandatory for all coordinators. The Fall retreat will take place on August 24 and August 25 in the Edward St. John Teaching & Learning Center [Required]

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No
- Still Adjusting Schedule

Returning Coordinator Addendum

What have you gotten out of your experience as a Terps for Change Coordinator? [Required]

What is one thing you'd change about Terps for Change? [Required]

Why would you like to return to the program as a coordinator? [Required]

Are you available to attend the Fall retreat that is 1 and a half days long? This is mandatory for all coordinators. The Fall retreat will take place on August 24 and August 25 in the Edward St. John Teaching & Learning Center [Required]

Valid input:

- Select only one choice.
- must select a value.

- Yes
- No
- Still Adjusting Schedule

Since you have applied to be a coordinator previously, there will be no interview to complete your process at this time.

Final Information

Please upload your current Resume [Required]

Please title your uploaded document as "Resume_Last Name".

Terps for Change is both a service-learning organization as well as a professional development opportunity for all of its student leaders. Therefore, we will spend time utilizing, updating, and amending your resume to best convey your strengths and skills as it relates to the experiences you've had.