COMMUNITY SERVICE CENTER

Job Description
Community Service Agency Contact

Weekly Hours: flexible to student’s schedule, 6 hours per week; includes regularly scheduled meetings.

Software Programs: Microsoft Word, Excel, PowerPoint, and Publisher, GroupWise

Skills Required: The Agency Contact Representative should be able to communicate effectively via e-mail, telephone, as well as writing skills. In addition to these skills, the person must be well organized and personable.

Objective: The Agency Contact Representative is a member of the Community Service staff who is responsible for serving as a liaison between the college community and the Williamsport area. Working independently, this position requires day time scheduling in order to contact agencies during business hours.

- call agencies regarding service opportunities
- update agency contact information
- compose and send bi-weekly e-mails to the student body highlighting upcoming opportunities via our website
- file volunteer opportunities/agency information
- work closely with the webmaster
- facilitate advertisement on campus
- establish connection with campus leaders and agency contacts (i.e. luncheons)
- attend all programs conducted by the office; Involvement Fair and Awards Banquet serve as a Student Senate representative– Attend Town Hall meetings and announce upcoming CSC events

Your presence is required at:
- Scheduled CSC Staff/Scholar meetings
- Staff Retreat the Thursday and Friday before the Fall Semester begins
- The Involvement Fair (First Wednesday of the semester)
- Staff and Scholars Orientation the afternoon of the second Saturday of the semester.