



# Program Coordinator APPLICATION MATERIALS

**Application Deadline:** Monday, February 6, 2023 at 4pm.

**Employer:** Gettysburg College, 300 N Washington Street, Gettysburg, PA 17325

**Office/Department:** Center for Public Service, Plank Gym, 2<sup>nd</sup> Floor

**General Supervisor/Report To:** Center for Public Service Professional Staff

**Start Date:** August 2023

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# PROGRAM COORDINATOR APPLICATION

## Guidelines

- Listed below is the information requested to complete an application. Place all four pages of information in ONE Word document and email the document to *Tammy Hoff* [thoff@gettysburg.edu](mailto:thoff@gettysburg.edu).
- Questions/concerns: stop by our office in Plank Gym or contact us at 717-337-6490 or [cps@gettysburg.edu](mailto:cps@gettysburg.edu)
- Check out our website at [www.gettysburg.edu/cps](http://www.gettysburg.edu/cps).

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### Page 1

- NAME, PRONOUNS and HEADSHOT
- CAMPUS BOX, PHONE NUMBER and EMAIL ADDRESS
- GRADUATION DATE, MAJOR/MINOR and GPA
- LANGUAGES SPOKEN and DEGREE OF PROFICIENCY
- ARE YOU IN GOOD JUDICIAL, ACADEMIC and HONOR CODE STANDING?  
If no, please explain

### Page 2. Provide a cover letter.

Please address in your cover letter why a position at CPS interests you and what skills and training qualify you for a Program Coordinator position.

### Page 3. Provide a current, professional résumé.

If you have not yet prepared a résumé, we recommend reaching out to the Center for Career Engagement for guidance. You can also access a helpful step-by-step resume writing guide on the Career Center tab of your Handshake Profile.

### Page 4. Provide an answer to the following question.

On one page, describe a partnership experience which resulted in personal, institutional, or community change. This might be with a service project, or a friend, family member, club/team, etc. Please address the challenges and rewards, what you learned, and how you have applied that knowledge.

## Applicant Commitments

- Mon, Feb 6 Applications due.
- Feb 13-18 Interviews with Hiring Committee. Invitations to Partner Session.
- Fri, Feb 24 4-6 pm Partner Session: Partners and candidates will meet in an interactive session facilitated by CPS Professional Staff. Partners and candidates will list recommendations before leaving session. (Details for session will follow.)
- Mon, Feb 27 Position offers made.
- Fri, Mar 3 Position confirmation due.
- Tu, Mar 14 Spring Training begins.

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# HOW WE WORK

## STUDENT EXPERIENCE

**Program Coordinators (PC).** Program Coordinators are hired to work with specific agencies and/or projects, allowing for the development of strong partnerships. PCs have responsibility for providing ongoing student involvement to their partner agency through developing and implementing projects, and supporting volunteers through education and reflection. PCs also create a personal learning plan to explore throughout the year.

**Dialogue Groups.** Coordinators participate in dialogue groups, which provide the opportunity to share and draw on the knowledge and experience of fellow student leaders, engage in discussions, and develop a support network with one another.

**Ongoing Training.** Through Fall Training, bi-weekly staff meetings, a mid-year retreat, and advisee meetings, PCs are able to continue learning about local and global issues as well as develop professional skills and personal direction.

## COMPENSATION

- **Stipend.** Receive \$1000/semester for 9-hour work week.
- **Other Benefits.** Receive monetary support for related conference attendance, ongoing professional development, and training.

## POSITION LIMITATIONS

### NOT ELIGIBLE TO APPLY:

First-time Residence Life staff and first-time Orientation Leaders.

## FOR CONSIDERATION

- Good Academic Standing is required.
- On a case-by-case basis, returning Res Ed, GLC, and Orientation staff may receive consideration to hold both positions, pending joint approval by CPS and their other supervisors.
- Intercollegiate Sports: Applicants should consider whether they could adequately fulfill responsibilities of the CPS staff position.
- Global Education: Preference given to candidates who will be in Gettysburg for the entire academic year.

## POSITION RESPONSIBILITIES

### Commitments to CPS

- **Maintain regular hours, 9-hours per week.**
- **Attend CPS staff meetings (Tues, 11:45-1)**
- **Participate in Fall Training (Aug 19-25, 2023)**
- If appropriate, become a Gettysburg College van certified driver
- Attend meetings with your CPS advisor.
- Participate in a CPS working group.
- Attend an evaluative meeting with CPS advisor and host agency once a semester.
- Participate in mid-year retreat, spring semester training and other educational programs pertinent to CPS and individual issue areas.
- Submit regular reports of activities, track volunteer involvement, produce semester report in December and an annual report in May.
- Maintain a project folder outlining project details to ensure continuity for the next Program Coordinator.
- Develop a knowledge and resource base to promote education and awareness.

### Commitments to Community Agency

- Devise and regularly assess a working plan with Community Partner to outline responsibilities, share goals and organize programs in order to ensure accountability and reciprocity.
- Maintain regular contact with Community Partner through a bi-weekly meeting.
- Maintain a minimum of 2 hours per week on-site at community agency.
- Maintain existing programs, initiate new projects as appropriate, and conduct assessments.

### Commitments to Campus

- In conjunction with Community Partner, recruit, orient, provide ongoing support, and facilitate reflection sessions for volunteers.
- Work with faculty to place service-learning students in agency placements.

# POSITION DESCRIPTIONS

*The following Community Partners have proposed a partnership between their agency and the Center for Public Service. The exact responsibilities of the Program Coordinator may shift depending on the needs of the Community Agency. **All positions may not be available.***

- **Big Brothers Big Sisters**  
Work with BBBS staff in the implementation of the SMART program, a school-based mentoring program that matches high school and college student with second and third grade elementary students. Mentors assist with homework and serve as positive role models.
- **Adams County Office for Aging**  
Work with the Office for Aging to visit seniors at the center, deliver meals-on-wheels, coordinate Campus Kitchen dinners and assist with Medicare enrollment program.
- **El Centro**  
Assist El Centro staff in managing large numbers of college volunteers at their after-school programs for elementary and middle school youth.
- **Project Gettysburg León**  
Assist PGL in promoting sister-city relationship with León, Nicaragua. Develop global education programming for campus, work with León coordinator, assist in donation drives, special fundraising events.
- **VIDA Charter School**  
Coordinate and implement educational programming at VIDA Bi-lingual Charter School in Gettysburg.
- **Campus Kitchen**  
Become ServSafe certified. Recruit volunteers. Lead cooking shifts 1-2 times a week. Work with food donors to pick-up food. Organize delivery shifts. Work with student groups for fundraisers and food drives. Provide nutrition education programming. Manage overall operations of the kitchen.
- **Migrant Education Literacy Nights**  
Assist the Pennsylvania Migrant Ed Program to coordinate educational programs for youth. Program takes place on campus Tuesday and Thursday evenings.
- **YLIT (Young Leaders Inspiring Tomorrow)**  
Partner with the Gettysburg Black History Museum in providing mentoring and enrichment activities with youth in grades 6-8.
- **SCCAP Circles**  
Recruit volunteers to work with children during Wednesday night Circles Initiative meeting, a program that aims to move families out of poverty.
- **Immersion Projects**  
Publicize service-learning projects. Facilitate orientation sessions for participants and student leaders, work with group leaders to provide education and information for participants. Facilitate “Welcome Back” reflection.
- **Casa de La Cultura ESL**  
Teach and assist with the implementation of adult English as a Second Language classes for adult students. Classes are taught Tuesday and Thursday evenings.
- **Casa de La Cultura Swimming**  
Coordinate 6 sessions of swimming classes for Latino youth on Sunday afternoons per semester.
- **Painted Turtle Farm**  
Coordinate planting, harvesting and events at the Painted Turtle Farm in conjunction with community gardeners.
- **Sherfy Garden/Food Land People**  
Recruit volunteers to maintain garden. Liaison with community partners for garden success. Facilitate learning curriculum about the relationship between, food, land and people.
- **College Prep Program**  
Coordinate a college access support program for 11<sup>th</sup> & 12<sup>th</sup> graders from local high schools. Program meets weekly on Tuesdays.
- **Casa de la Cultura Healthy Futures**  
Supporting various programs that aim to improve the health and wellbeing of the Latinx community.
- **Food Pantry/Gleaning**  
Support activities that serve to reduce food loss and increase food security in our community.