Justice in January Student Leader
Service Immersions

Position Overview:
• 5-10 hours per week during fall semester. 3-5 meetings during spring semester
• Justice in January student leaders plan and facilitate a week-long immersion experience during winter break. Student leaders work with the Service Immersion Program Manager to coordinate service and educational opportunities with community partners.

Criteria for Participation
• Be in good standing with Gonzaga University
• Complete required paperwork as applicable (e.g. liability release, background check, health forms)
• Demonstrate an understanding of and commitment to socially responsible community engagement as outlined in CCASL’s Principles and Practices
• Previous participation in a CCASL Immersion (Mission: Possible or Justice in January) required
• Experience in issue area preferred
• Experience leading/managing peers and/or volunteers preferred

Responsibilities & Expectations (Include, but are not limited to):
• Assist with volunteer recruitment
• Meet regularly with the Service Immersion Program Manager and student co-leaders
• Plan and facilitate regular meetings with volunteer group prior to immersion
• Communicate regularly with community partners to set up housing and schedule service & educational activities
• Plan and facilitate daily reflection during the immersion
• Keep track of all expenses and receipts and reconcile expenses upon return
• Perform administrative tasks including collecting liability and health forms, updating emergency documents, tracking hours and attendance
• Hold participants accountable to program requirements and expectations
• Participate in leadership training and on-going reflection and assessment
• Fulfill requirements of partner organizations, as applicable
• Commit to regular attendance at programs and understand consequences including dismissal from programs for absences
• Respond and communicate questions/items of concern to program staff in a timely manner
• Model ethical behavior, including appropriate and professional boundaries and relationships with student volunteers, program participants and CCASL staff
• Adhere to Gonzaga University and CCASL safety guidelines and risk management procedures
• Adhere to the Gonzaga University Student Code of Conduct and Release of Liability Waiver.

Job Percentages:
• Planning and Operations/Logistics- 30%
• Meetings- 25%
• Programming- 30%
• Training and Reflection- 15%

By signing below, I am able to meet the above commitments and understand responsibilities are subject to change throughout the year.

__________________________________________  ____________________________  ________________
Name (Print)  Signature  Date