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 CCE’s Principles and Practices
- Previous participation in a CCE 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 CCE staff
- Adhere to Gonzaga University and CCE 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