

**Columbus State Community College**  
**Leadership Development**  
**Professional Development and/or Service Goal Opportunity**

<b>Position:</b>	<b>Day of Service Chair 2020</b>
<b>Description:</b>	<p>Serve as Chair of Day of Service (DoS) to plan, coordinate, and implement 2020 DoS. Chair will:</p> <ul style="list-style-type: none"><li>➤ Recruit colleagues from across campus for DoS core team;</li><li>➤ Identify and contact community organizations to serve as site hosts for DoS;</li><li>➤ Identify, recruit and train team leaders to direct volunteers at each community site;</li><li>➤ Learn and leverage CougarConnect system to manage site sign-up and tracking;</li><li>➤ Facilitate DoS committee team meetings;</li><li>➤ Prepare DoS summary and feedback report to share with senior leadership; including, breakdown of attendee classifications, attendance and post event survey results;</li><li>➤ Document lessons learned to improve event for next year;</li><li>➤ Manage DoS budget; and,</li><li>➤ Coordinate main campus and Delaware breakfast</li></ul>
<b>Qualifications:</b>	<p>Any staff or faculty member interested in developing their leadership, teamwork, and project management skills is encouraged to apply. Preferred consideration will be given to candidates with previous service on the DoS Committee or service as a Team Leader.</p>
<b>Estimated Time Commitment:</b>	<p>Estimated time time commitment:</p> <ul style="list-style-type: none"><li>➤ March – May: 10 hours/month</li><li>➤ June &amp; July: 8 hours/week</li><li>➤ August: 12 hours/week</li><li>➤ September: 16 hours/week</li><li>➤ Oct. – Dec.: 10 hours/month</li></ul>
<b>Reports to:</b>	<p>Nancy Case, Dean, EMSS Partnerships &amp; Programs (P&amp;P); working directly with Flo Plagenz, Supervisor, P&amp;P; and DoS Co-Chair. <i>Note:</i> Sign-off and support from primary supervisor required.</p>
<b>Development Opportunity:</b>	<p>The Chair role will offer the opportunity to establish and build relationships across the college as well as in the community. In addition, the Chair role is an opportunity to develop and practice competencies assessed through myPLAN:</p> <ul style="list-style-type: none"><li>• Collaboration;</li><li>• Leadership;</li></ul>

- Managing People;
- Professionalism;
- Managing Work;
- Continuous Improvement; and,
- Customer Focus.

Specifically, the role will require and develop:

**Planning Skills:** Accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; breaks down work into process steps; develops schedules and task/people assignments; anticipates and adjusts for problems and roadblocks; measures performance against goals; evaluates results.

**Organizing Skills:** Can marshal resources (people, materials, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resource effectively and efficiently; arranges information and files in a useful manner.

**Organizational Agility:** Knowledgeable about how organizations work; knows how to get things done both through formal channels and the informal network; understands the origin and reasoning behind key policies, practices and procedures.

**Motivating Others:** Creates a climate in which people want to do their best; can motivate project or team members without direct authority; empowers others; invites input from each person and shares ownership and visibility; makes each individual feel his/her work is important.

**Composure:** Is cool under pressure; does not become defensive or irritated when times are tough; is considered mature; can be counted on to hold things together when challenges arise; can handle stress; is not knocked off balance by the unexpected. **The last couple weeks leading up to DoS require patience, energy, - and composure!**

**Interested?**

**To learn more:** Contact Flo Plagenz, [fplagenz@csc.edu](mailto:fplagenz@csc.edu)

**By February 21:** Submit a cover letter/statement of interest, resume, and letter of support from your supervisor to Flo Plagenz at [fplagenz@csc.edu](mailto:fplagenz@csc.edu). Flo will work with you to set up an interview with last year's Chair, Laura Baisden, Flo, and Nancy.

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<b>Position:</b>	<b>Day of Service Co-Chair 2020</b>
<b>Description:</b>	<p>Serve as Co-Chair and shadow Day of Service (DoS) Chair to support the planning, coordination, and implementation of the 2020 Day of Service with the intention to lead and chair the 2021 Day of Service (with the support of a new co-chair). Co-Chair will help:</p> <ul style="list-style-type: none"><li>➤ Recruit colleagues from across campus for DoS core team;</li><li>➤ Identify and contact community organizations to serve as site hosts for DoS;</li><li>➤ Identify, recruit and train team leaders to direct volunteers at each community site;</li><li>➤ Learn and leverage CougarConnect system to manage site sign-up and tracking;</li><li>➤ Co-facilitate DoS committee team meetings;</li><li>➤ Prepare DoS summary and feedback report to share with senior leadership; including, breakdown of attendee classifications, attendance and post event survey results;</li><li>➤ Document lessons learned to improve event for next year;</li><li>➤ Manage DoS budget; and,</li><li>➤ Coordinate main campus breakfast</li></ul>
<b>Qualifications:</b>	<p>Any staff or faculty member interested in developing their leadership, teamwork, and project management skills is encouraged to apply. Preferred consideration will be given to candidates with previous service on the DoS Committee or service as a Team Leader.</p>
<b>Estimated Time Commitment:</b>	<p>Estimated time time commitment:</p> <ul style="list-style-type: none"><li>➤ March – May: 10 hours/month</li><li>➤ June &amp; July: 8 hours/week</li><li>➤ August: 12 hours/week</li><li>➤ September: 16 hours/week</li><li>➤ Oct. – Dec.: 10 hours/month</li></ul>
<b>Reports to:</b>	<p>Nancy Case, Dean, EMSS Partnerships &amp; Programs (P&amp;P); working directly with Flo Plagenz, Supervisor, P&amp;P; and DoS Chair. <i>Note:</i> Sign-off and support from primary supervisor required.</p>
<b>Development Opportunity:</b>	<p>The Co-Chair role will offer the opportunity to establish and build relationships across the college as well as in the community. In addition, the Co-Chair role is an opportunity to develop and practice competencies assessed through myPLAN:</p>

- Collaboration;
- Leadership;
- Managing People;
- Professionalism;
- Managing Work;
- Continuous Improvement; and,
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