

Outline of Service Learning Coordinator roles and responsibilities

Service Learning Planner

Responsible for program planning and development
Member of SMHS Service Learning Advisory Team

Service Learning Administrator

Maintain and review documentation requirements

Service Learning Consultant

Assist and support classroom teachers to develop and implement service learning in their classrooms

Service Learning Projects Coordinator

Conceive and coordinate service learning projects

Service Learning plan

Service Learning Planner

Remain current with service learning best practices and access to outside resources
Act as liaison with KIDS
Continue to work with advisory team to develop the service learning program requirements at the high school
Develop an action plan for the year
Follow and administer the plan

Service Learning Consultant

Work with teachers to develop and enhance service learning in their classroom
(survey of needs, regular communication, regular handouts, mini workshops, providing access to further resources and community contacts)
Work to further integrate service learning into Freshman Team, History I, and Health

Service Learning Administrator

Maintain and review documentation requirements
Award service learning certificates to seniors
Review and document all student service learning reflection forms

Service Learning Projects Coordinator

Coordinate special student projects including:
 Projects and experiences for seniors
 Alumni Project
 Elementary school aids
 Civil Rights Team

Other

Member of District Service Learning Team
Assist in recruitment of students for community service opportunities (e.g. Winter Harbor festival, Halloween for kids, Roadside clean up, Easter egg hunt, etc)