

Service Learning Director Position Description

Reports To: Executive Director | **Direct Reports:** Service Learning Coordinator(s)

Position Purpose: Service learning is a research-based teaching method. Learning is applied through action to address an authentic community need in a process that allows for individual participant initiative as well as intentional community building. (adapted from *The Complete Guide to Service Learning* by Cathryn Berger Kaye)

The Service Learning Director will lead CWEF's Service Learning Division to ensure the delivery of high quality service events to benefit participants and their learning institutions while staying within budget. Service activities should provide an opportunity for program partners and local hosts to experience God's love in action.

Position Responsibilities:

1. Lead the Service Learning Division (SLD) which includes the strategic planning of goals, the acquisition of necessary resources, the development of partnerships and the personnel within your team, and programmatic administration
2. Develop curriculum (pre-, during, post) that creates intentional opportunities for transformational experiences for service participants and local hosts
3. Encourage the growth of Christian expression and beliefs in ways that don't conflict with local government regulations
4. Supervise and mentor all Service Learning Coordinators
5. Ensure that the CWEF SLD positively interacts with all associated parties to include government leaders, local school leaders, Service Learning Coordinator/s and program staff in the completion of all aspects of the Service Learning program
6. Follow CWEF financial and accounting reporting procedures - provide budgets, monitor expenses, and review the financial accounting for costs associated with Service Learning activities based on each individual trip as well as an overall annual review
7. Ensure the quality of all SLD events through set SLD processes and documentation including research-based evaluation and reporting for each trip and program administration
8. Participate in and/or share leadership of service teams in each region at least once per year
9. Understand and uphold local government regulations

KSAOC - Knowledge, Skills, Abilities & Other Characteristics

Knowledge

1. Understanding of service learning theories and research.
2. Understanding of sustainable community development concepts and strategies.
3. Clear understanding of and belief in CWEF vision, mission, core values and program principles.
4. Team-building and facilitation techniques.
5. Program management and evaluation knowledge.
6. Strategic planning knowledge

7. Staff performance evaluation knowledge.

Skills

1. Leading & deciding
2. Curriculum development & assessment
3. Program management
4. Planning and developing
5. Organizing and executing
6. Mentorship (developing skills and abilities in others)

Abilities

1. Excellent interpersonal and communication skills

2. Oral/written language: fluent English
3. Flexibility
4. Team building
5. Able to train others
6. Learning on the fly

Other Characteristics

1. Independence
2. Initiative
3. Attention to detail
4. Professional & emotional resilience and stability
5. Strong sense of responsibility
6. Christian

Qualifications

Faith: Christian

Education: Undergraduate degree required. Advanced degree in Education, Business, Public Administration, Development, or related field preferred.

Travel

- Ability to travel regularly (~25-35% of year)
- 2-3 trips per month

Experience

- Experience working with development or social service programs.
- Experience leading or serving on service learning teams.
- Familiar with budget forecasting, standard accounting practices, computer skills and office systems (word processing, spreadsheets, database management, email, social media, etc.).

For more information or to apply, please contact us at: hr@cwef.org.hk