

## 2017 LEADERSHIP AND SERVICE AMBASSADOR (LSA) POSITION DESCRIPTION

The Leadership & Service Ambassadors (LSAs) are a group of leadership and service educators dedicated to serving the campus and community as a resource group. The LSAs are involved in a variety of community service opportunities and campus organizations, and exist to connect fellow students to leadership and service experiences. *The purpose of the LSAs is to present programs on a variety of topics related to leadership & service and also strive to serve community needs through education, service & reflection.*

### Leadership and Service Ambassadors will:

- Provide students, organizations and the Knoxville community with leadership resources, services, and information about UT
- Create and present programs to organizations on leadership, motivation, diversity, communication, leadership styles, values clarification, social justice, servant leadership, the Social Change model and a broad range of additional topics
- Partnering with community agencies to plan and execute service events for students impacting the areas of hunger and homelessness, literacy, the environment, global issues, women's issues, healthcare, etc.
- Include and engage all students in their individual and group leadership development
- Help make leadership and service accessible to all students
- Develop and design new leadership programs for the campus and community
- Support and encourage all Center for Leadership and Service (CLS) office programs
- Plan and execute Leadershops (leadership workshops) each Fall and Spring semester

### Leadership and Service Ambassador Responsibilities:

- As a new member, you will attend LSA class every Wednesday of Spring semester 1<sup>st</sup> term from 2:30-3:20pm
- Attend weekly LSA Meetings every Wednesday from 3:30-5:00 PM throughout your LSA term (Jan 2017-Dec 2017).
- Participate in the LSA student leader retreat, January 9-10, 2017
- Attend and serve in a leadership capacity for the Clifton M. Jones Student Leadership Conference and MLK Jr. Day of Service on Jan. 14, 2017
- Every LSA must lead at least 1 program and 1 service opportunity and assist with a minimum of 3 program or service opportunities per semester (incoming LSAs will assist with 3 total programs and service opportunities during the spring semester)
- Every new and returning LSA must assist with one CLS-planned 'Make A Difference' Service Series program per semester (in addition to assisting with the CMJ/MLK Day of Service)
- Oversee and respond to campus and community partner requests through planning leadership programs, planning and executing service opportunities, and volunteering with fellow student at various events.
- Assist office staff in developing materials and publicizing CLS events
- Update and develop new leadership programs and handouts to serve as a resource for students.
- Assist in recruitment and training of new LSAs
- Conduct oneself in a professional manner at all times

### LSA Qualifications:

- **Demonstrate a desire and willingness to learn more about leadership and service in the campus and community and show initiative when called upon to lead and serve.**
- Be reliable, responsible, confident, and flexible
- Possess good communication skills in order to facilitate group discussions, presentations and collaborate with community partners
- Display a willingness to help others and enjoy working with people
- Demonstrate a commitment to UT, and developing the leadership and citizenship of its students
- Serve as a role model for all other undergraduate students at the University of Tennessee
- Demonstrate a positive attitude at all times and the ability to show respect for peers, advisors, and students.
- LSAs must have and maintain a 2.5 minimum GPA, be in good academic standing with UT, uphold the University standards of conduct and attend ALL required LSA meetings.
- LSAs are allowed one absence from meetings/class per semester. Those who are repeatedly late to meeting/class and accumulate more than one absence will need to meet with staff member/GA to talk about their status as an LSA.

### **Spring Dates**

- LSA retreat- January 9th -10th
- Clifton Jones Student Leadership Conference and MLK Jr. Day of Service- January 14th
- Spring LSA Meetings- Wednesday 2:30-5pm
  - o January 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>
  - o February 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>
  - o March 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>
  - o April 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>
- Days of Service
  - o Random Acts of Kindness- Day of Service: Fri. Feb. 17, 2017
  - o National "Read Across America" Day of Service: Thurs. March 2, 2017
  - o Sustainability Day of Service: Tues. April 25, 2017