

Fall 2022 – Spring 2023 Pay It Forward Cohort: Position Descriptions

Each member of the Pay It Forward Cohort will be assigned a “Chair” position for the Fall 2022-Spring 2023 academic year. There are 2-4 chair positions for each service program, so each cohort member will be working collaboratively with another cohort member on their program(s) and event(s). In addition, each cohort member will have the opportunity to help with the coordination and administration of additional service programs.

On average, Pay It Forward Cohort responsibilities require an **8-10 hour a week** commitment during the academic year. This time commitment varies for each program throughout the year depending on when your service program occurs.

In addition to responsibilities specific to each role within the cohort, all Pay It Forward members will be expected to:

- € Attend and actively participate in weekly cohort meetings (Thursdays during the 2022-2023 academic year, 6:30 - 8:30pm)
- € Support other cohort members or initiative groups with large-scale events, such as volunteer assistance at Community Commitment or helping staff an information booth for event marketing
- € Facilitate service workshops to students organizations and groups at OSU
- € Lead OSU student volunteers on local service trips in Columbus

*Position descriptions for each set of Chairs is below.

Student Director (2 Available Positions. Open to returning Pay It Forward members only)

The Director positions are necessary to keep the passion for service alive within the members of the Pay It Forward cohort. This leadership position requires returning Pay It Forward members who will be easily accessible during the end of Spring semester and the summer (though not necessarily in Columbus during the summer) to help plan upcoming Pay It Forward events and initiatives. Necessary skills for the academic year include strong communication, accessibility, organization, and knowledge of Pay It Forward events, initiatives, and the people who plan them.

This responsibilities of this position include:

- € Provide direct mentorship to all Pay It Forward events, initiatives, and additional/regular service opportunities planned by the cohort

- € Develop the vision of the Pay It Forward cohort and ensuring a tie to its mission
- € Co-directors will work with Pay It Forward advisor to plan all cohort meetings and retreats
 - ∠ Focus on strategic cohort membership development to occur through team-building, leadership development activities, education on issues, and social events
- € Co-directors will oversee at least two initiatives providing direct hands on support and accountability
- € Manage the Pay It Forward email account to maintain contact with those trying to communicate with the organization
- € Maintain internal communication by sending regular update emails that remind members of delegated responsibilities and upcoming events and initiatives
- € Serve as direct support for at least one other Pay It Forward event or initiative
- € Facilitate service workshops to students organizations and groups at OSU

Community Commitment Chairs (3-4 Available Positions)

Community Commitment is a single-day of service event that will occur in **August of 2022** (Welcome Week). At this event over 800 students are sent to volunteer at nonprofit services sites throughout the city of Columbus. The Community Commitment Chairs will need to be in Columbus and easily accessible during the end of Spring 2022 semester and Summer 2022 to plan the event.

This responsibilities of this position include:

- € Work with the Pay It Forward advisor, Ohio Union Event Planner, staff, and other members to plan the details of the actual event, such as transportation, food and beverages, t-shirts, room reservations, and other budgetary factors and accommodations.
- € Maintain organization and strong communication, particularly with anyone outside of Pay It Forward, such as service sites, and student organizations.
- € Collaborate with Ohio Union and Pay It Forward Marketing to promote event
- € Develop Site Leader trainings, event reflections, and evaluations for service sites, Site Leaders, and participants

*****Must be able to attend weekly meetings and plan Community Commitment during the Summer 2022 (June 2022-August 2022).**

Battle Against Hunger Chair (3 Available Positions)

Battle Against Hunger is a versatile initiative in which Pay It Forward encourages Ohio State students to be aware of the issue of hunger and do what they can to fight it. Events and activities occur during **November 2022**, specifically around Beat Michigan Week, and have been focused on some sort of non-perishable food collection. For Battle Against Hunger 2022, the Chairs will collaborate with student organizations across campus to put on food drives. In addition, Chairs will plan educational and service events about food insecurity.

The Battle Against Hunger Chairs typically spend the end of Spring 2022 semester, the summer, and beginning of the Fall 2022 semester planning this initiative.

This responsibilities of this position include:

- € Work with the Ohio Union Event Planner, staff, Pay It Forward advisor, and other members to plan the details for any event(s), such as transportation, food and beverages, room reservations, and other budgetary factors and accommodations
- € Maintain organization and strong communication, particularly with anyone outside of Pay It Forward, such as the Mid-Ohio Food Bank, the University of Michigan, student organizations, and possible external speakers
- € Collaborate with registered student organizations, Ohio Union and Pay It Forward Marketing to promote initiative
- € Develop, with the Education and Marketing Chairs, ways to improve students' knowledge of the issue of hunger by creating reflection materials for any awareness events
- € Delegate event tasks to Pay It Forward members

Martin Luther King Jr. Day of Service Chair (3-4 Available Positions)

The Martin Luther King Jr. Day of Service is a single day of service, during which approximately 800 students will be sent to volunteer at nonprofit service sites in Columbus. The Martin Luther King, Jr. Day of Service Chairs will spend the end of Spring 2022 semester and the summer making initial plans, then Fall 2022 semester and Winter Break 2022 planning the event.

This responsibilities of this position include:

- € Work with the Pay It Forward advisor, Office of Diversity and Inclusion, Ohio Union Event Planner, staff, and other members to plan the details of the actual event, such as transportation, food and beverages, t-shirts, room reservations, and other budgetary factors and accommodations.

- € Maintain organization and strong communication, particularly with anyone outside of Pay It Forward, such as service sites, student organizations and possible external speakers
- € Collaborate with Ohio Union and Pay It Forward Marketing to promote event
- € Create Site Leader trainings, event reflections, and evaluations for service sites, Site Leaders, and participants

***Must be able to work on-campus planning this event for most of Winter Break after the Fall 2022 semester.

Spring Into Service Chair (3 Available Positions)

Spring Into Service is a smaller scale single day of service event that occurs after Spring Break 2023. Past programs have included service trips to local Columbus nonprofits, a single day of service event for 150-300 students, educational programs, and more.

This responsibilities of this position include:

- € Plan a single day of service event geared towards environmental stewardship.
- € Work collaboratively with campus partners to coordinate the program logistics.
- € Reach out to community partners to host volunteers for this event.
- € Collaborate with Ohio Union Marketing and the Pay It Forward Marketing Chairs to promote event.
- € Develop and lead Site Leader trainings, event reflections for participants, and evaluations for service sites, Site Leaders, and participants

Education & Marketing Chairs (2 Available Positions)

Marketing is a crucial component of Pay It Forward because it helps promote events and initiatives and aids in the recruitment of participants and applicants. In addition, the educational component of Pay It Forward is incredibly important for tying together all of the events and initiatives. These chairs will also spend the academic year working with the Pay It Forward Advisor and all other Chairs to ensure each event and initiative is tied to Pay It Forward's mission. Some of these responsibilities include developing reflection materials for Pay It Forward service programs, facilitating workshops (First-Year Success Series, etc.) for the campus community on various service and social justice issues.

This responsibilities of this position include:

- € Develop marketing strategies and plans with fellow cohort members to promote their events and initiatives
- € Prepare and facilitate workshops for the campus community on various topics such as service and social justice issues (ie. First Year Success Series, etc.)
- € Maintain the cohort's social media presence (Facebook, Twitter, and Instagram), newsletter, and website
- € Manage student organizations' requests for Pay It Forward workshops
- € Work with the Ohio Union Event Planner, staff, Pay It Forward advisor, and other members to plan the logistics for any education related event(s)

Local Service Trip Chair (2 Available Positions)

Throughout the Fall 2022 and Spring 2023 semesters, Pay It Forward hosts 1-2 weekend service trips a month in the local community. These service trips open to all students and provide the OSU community an easy opportunity to participate in meaningful service across different social issues. The Local Service Trip Chairs will be responsible for coordinating and leading these local service trips during the academic year

This responsibilities of this position include:

- € Work with the Pay It Forward advisor, Ohio Union Event Planner, staff, and other members to plan the details of the actual service trips, such as transportation and other budgetary factors and accommodations.
- € Maintain organization and strong communication, particularly with anyone outside of Pay It Forward, such as service sites, and student organizations.
- € Collaborate with Ohio Union and Pay It Forward Marketing to promote event
- € Develop Site Leader trainings, event reflections, and evaluations for service sites, Site Leaders, and participants

Columbus Service Support Program Coordinators (3-4 Available Positions)

The Columbus Service Support Program provides financial and programmatic assistance to organizations at Ohio State in planning community service events. This position requires strong communication and organizational skills.

This responsibilities of this position include:

- € Work with the Pay It Forward Advisor and Student Directors to set the goals, budget, and logistics for the Columbus Service Support program for the Fall 2022 – Spring 2023 school year
- € Work with Ohio Union Event Planner and Pay It Forward Advisor to design marketing information, and working with the Education and Marketing Chairs to publicize CSSP
- € Administer the application process for the Columbus Service Support Program including application creation
- € Select organizations/groups for participation in CSSP
- € Divide up CSSP organizations between one another to serve as coaches for the semester
- € Conduct orientation for organizations and groups participating in CSSP
- € Provide support and mentorship to Service Coaches in their roles
- € Create and administer assessments/evaluations for CSSP participant organizations and Service Coaches