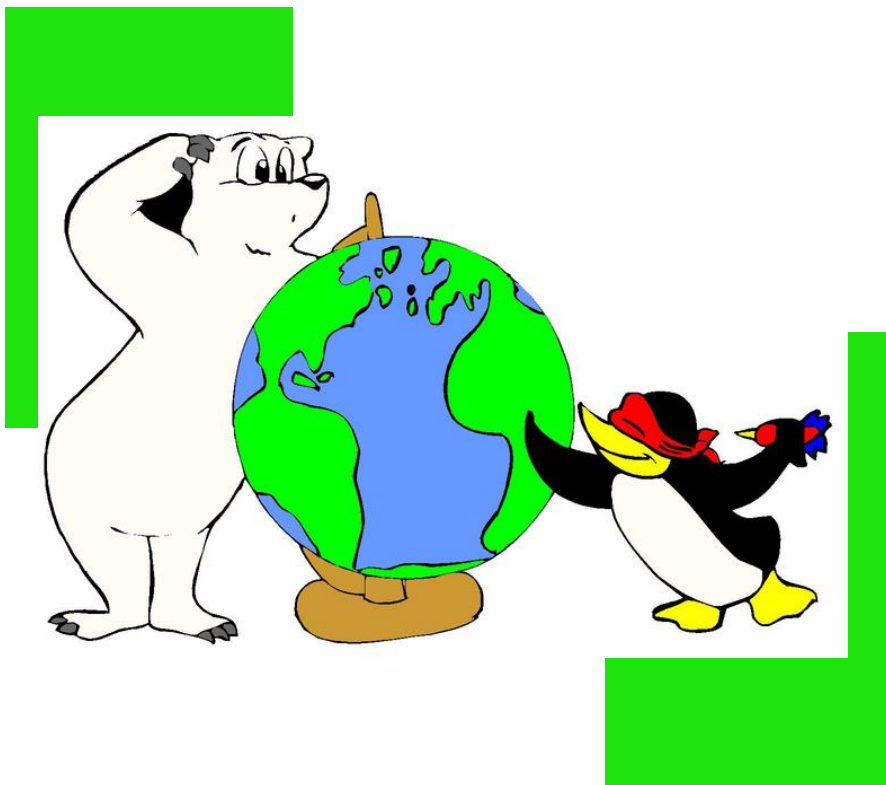


# Staff & Staff Development

of the Youth Driven  
Service-Learning Center



The people who run the center  
and how to help them be the  
best they can be.

# The Basics:

- Staff development is a process.
- Empowerment occurs when people are given the responsibility of doing work, the authority to make decisions, the necessary skills to complete their expected tasks, and are held accountable for what they have agreed to do.
- The Center can only be effective with on-going, high quality staff development related to specific positions.
- Staff needs to know that their work is valued and will also add value to them.
- The Center must have a common vision and a clear mission with supporting objectives, goals, strategies and tasks.
- The Center utilizes principals of continuous self improvement.
- The YDSLCL has a policy of inclusion and therefore selects the most qualified staff for specific positions from a variety of sources.
- A set of ethical practices, or "house rules", created by the YDSLCL students and adult staff governs interpersonal relations and operating principles.
- As a team, the YDSLCL works together to accomplish goals.
- **Staff Development** is an instructional activity that improves the academic, professional or personal development of YDSLCL staff.
- **Training** is any instructional activity that YDSLCL staff provide for others

# Identify

The people in the center...who they are  
and what they do



## I. Center staff are responsible for:

### A. Center administration

- Monitor progress toward YDSLCL goal attainment
- Prepare quarterly, semi-annual, and year-end reports
- Prepare and submit grants for alternate funding
- Create and update the staff manual
- Recruit next year's YDSLCL staff
- Other duties:

### B. Clerical duties

- Data entry
- Data analysis
- Organize, update, and archive project and partner records
- Maintain databases
- Submit information to shared online databases
- Enter volunteer service into tracking system
- Maintain staff personnel files
- Other duties:

### C. Community Outreach

- Attend neighborhood association and civic group meetings
- Meet with students, educators, and administration in other schools
- Serve on community group boards
- Facilitate community network efforts
- Seek new partners
- Other duties:

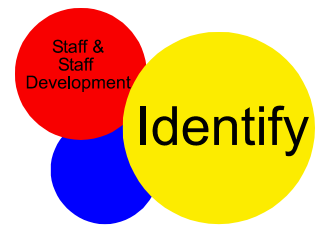
### D. Planning

- Special events (signature projects, days of service, celebrations, etc.)
- Fundraisers
- Events calendar
- Staff development programs (orientation, retreat, monthly workshops)
- Other duties:

### E. Mini-grant administration

- Designing applications
- Reading/evaluating grants received
- Accounting tasks
- Other duties:

The center staff are responsible for:



#### F. Public relations

- Speakers' bureau/presentations
- Create press kits
- Create and distribute press releases
- Make YDSLCL flyers, pamphlets, and other publications
- Highlight best practices
- Create displays inside and outside the school
- Guest Reception
- Other public relations duties

#### H. Research and need identification

- Research track and national trends in service-learning
- Research specific issues such as hunger, homelessness
- prior to defining your projects
- Coordinate research on local/national community groups with similar interest
- Conduct focus groups to identify real needs
- Coordinate neighborhood needs assessment
- Develop and administrate surveys
- Conduct interviews
- Mobilize people to do community walk-about
- Identify funding sources (foundations, grants, businesses)
- Life after the YDSLCL (AmeriCorps, college service offices, etc.)
- Other research duties you will need done

#### I. Resource library

- Order materials
- Supervise check-out/return procedures

#### J. Supervision

- Staff

#### K. Trainers

- Conduct in-house and external workshops
- Service-learning workshops
- Service-learning workshop for the school board
- Other training duties you need done

#### L. Technology specialists

- In-house hardware maintenance
- In-house software maintenance
- Technical support for other staff members
- Digital divide Initiatives in community