

LETTER OF INSTRUCTION TO
CENTRAL TO THE COMMUNITY LIAISON APPLICANTS

Dear Applicant:

I am pleased to learn of your interest in the Civic Engagement Center's *Central to the Community* Liaison positions at Central Washington University. In order to be considered for any of the available positions, you must return all requested application materials by **September 7, 2007** to the Civic Engagement Center. Telephone or in-person interviews will be offered to our top ten candidates and will take place shortly after September 7th. ***Interviews will be conducted until the positions are filled.***

A complete application file needs to contain:

1. Cover letter and résumé
 - a. Read the attached position descriptions and write a detailed letter explaining your interest in the particular position(s) being sure to relate previous work experience and volunteer service.
 - b. Please limit your résumé to no more than two (2) pages. Need help with a résumé? Check out the résumé tips on the Career Services' website at <http://www.cwu.edu/~career/Students/index.html>.
2. Completed Application Form
3. At least one (1) letter of recommendation within the last calendar year from one of the following:
 - a. supervisor at a previous job or volunteer position;
 - b. current or past high school teacher;
 - c. an on-campus organization representative or from someone who currently works for Central Washington University; or
 - d. a personal, non-relative reference

There are eight (8) anticipated openings for *Central to the Community* Liaison positions for the 2007-2008 academic year (as detailed further in this packet). Appointment is for the 2007-2008 academic year (September 15, 2007 – June 15, 2008), contingent on satisfactory performance as evaluated by the Assistant Director. You must be able to commit to an academic year of service.

Should you have questions regarding any of the Liaison positions, please feel free to call me at 509.963.1643 or e-mail me at bloczync@cwu.edu.

Sincerely,

Christine Bloczynski
Assistant Director
Civic Engagement Center

Central to the Community **Liaison Position Descriptions**

Purpose

The purpose of the *Central to the Community* Liaison position is to act as a link between the service needs of local non-profit organizations and CWU participants.

Benefits

- \$500 quarterly academic awards
- AmeriCorps *Students in Service* \$1000 academic award upon completion of 300 hours of service
- Potential for service-learning experience
- Working in diverse teams
- Personal and professional development opportunities
- **New friends and a fun place to work!**

Responsibilities

- Promote the mission of the Civic Engagement Center
- 12 hours per week time commitment
- Develop partnerships with local non-profit organizations
- Organize and coordinate service activities to support the needs of local non-profit organizations
- Recruit service providers from the CWU community

Areas of Expertise

Adult Advancement

The Adult Advancement Liaison will work with community non-profit organizations to service the adult and senior populations. Programming will include planning events for the Adult Activity Center, recruiting volunteers for the Meaningful Connections conversation groups, coordinating snow shoveling for local seniors and other related activities.

Environmental Stewardship

The Environmental Stewardship Liaison will work with the local community to provide environmental education and service opportunities. Programming will include helping with the Yakima River Clean Up, recruiting volunteers for Kittitas Environmental Education Network, planning tree plantings and stream restorations and other related activities.

Community Health

The Community Health Liaison will work with health-related agencies such as the American Red Cross, ASPEN, Hospice Friends, and the Community Health Clinic to create service opportunities for the CWU community. This liaison will also coordinate on-campus programs such as blood drives and AIDS awareness activities.

Community Progress

The Community Progress Liaison will work with Elmview, HopeSource, and FISH to create opportunities for members of the CWU campus to provide service to the Ellensburg community. This liaison will also work on special activities such as Random Acts of Kindness and community food and supply drives.

Primary ST.E.P.S.

The Primary ST.E.P.S. Liaison will work with the elementary schools in Ellensburg to coordinate opportunities for CWU students to work directly in classrooms and on special events days for the schools.

Secondary ST.E.P.S.

The Secondary ST.E.P.S. Liaison will work with the middle and high schools in Ellensburg to coordinate opportunities for CWU students to work directly in classrooms and on special events days for the schools.

Children in the Community

The Children in the Community Liaison will work with community-based organizations focused on K-5 children in the local community such as Head Start and The Children’s Activity Museum to create opportunities for CWU students to provide service to our future scholars. This liaison will also help coordinate special events for children in the community.

Teens in the Community

The Teens in the Community Liaison will work with organizations such as Youth Services and the Youth Activity Center to create opportunities for CWU students to provide service. This liaison will also help coordinate special events for teens in the community.

Central to the Community **Liaison Position Application Form**

Today's Date: _____

Date of Birth: _____

Last Name

First Name

M.I.

Student ID Number

Current Contact Information

Street

City

State

Zip

Phone

E-Mail

Permanent Contact Information

Street

City

State

Zip

Phone

Preferred Method of Contact (i.e.: CWU e-mail, personal e-mail, cell phone)

Major(s) and Minor(s): _____

Current class standing: _____ **Anticipated graduation date:** _____

Average credit load per quarter: _____

Preferred Liaison Position (in order of interest):

- 1.
- 2.
- 3.