Fall 2017 – Spring 2018 Pay It Forward Cohort: Application Timeline

Monday, December 12th, 2016:
- The Fall 2017 - Spring 2018 Pay It Forward Cohort application is released!

Sunday, January 22nd, 2017:
- The Fall 2017 - Spring 2018 Pay It Forward Cohort application is due by 11:59 p.m.

Thursday, January 26th, 2017:
- New Pay It Forward applicants will be notified if they have been selected to participate in an interview, and will be assigned a group interview time slot (applicants will have the opportunity to indicate interview availability on application)
- Location and additional information about the interview will be provided through email on this date.

Thursday, January 26th, 6 - 10 pm & Friday, January 27th, 2017 5 - 7 pm:
- Group interviews for returning Pay It Forward applicants.
- Group interviews will last approximately 90 minutes and will include a variety of group and individual interview questions and activities.

Sunday, January 29th 2017 & Wednesday, February 1st, 2017:
- Group interviews for new Pay It Forward applicants.
- Group interviews will last approximately 90 minutes and will include a variety of group and individual interview questions and activities.

Tuesday, February 7th, 2017:
- Offers will be extended to selected candidates.

Wednesdays 4:10-6:50 pm, March 1 – April 26 (excluding school breaks):
- New Members of the Pay It Forward cohort will be required to take ESHESA 2571 Leadership in Community Service during the second half of the Spring 2017 semester (first class March 1 and the last class is April 26). This course that will meet Wednesdays from 4:10pm-6:50pm. Since this is a service-learning course, there is an additional service component as part of the class (approximately 3 hours per week of service).
- All members of the Fall 2017- Spring 2018 Pay It Forward Cohort will be trained on their position and responsibilities.
Fall 2017- Spring 2018 Pay It Forward Cohort: Position Descriptions

Each member of the Pay It Forward Cohort will be assigned a “Chair” position for the Fall 2017-Spring 2018 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 2017 - 2018 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.
- Serve as a Service Coach as a part of the Columbus Service Support Program.
- 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.

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**Community Commitment Chairs (3 Available Positions)**

Community Commitment is a single-day of service event that will occur on Saturday, August 26th, 2017 (Welcome Week). At this event over 1,000 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 2017 semester and Summer 2017 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 on-campus during the Summer 2017 (June 2017-August 2017).
Battle Against Hunger Chair (4 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 2017, specifically around Beat Michigan Week, and have been focused on some sort of non-perishable food collection. For Battle Against Hunger 2017, 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 will spend the end of Spring 2017 semester, the summer, and beginning of the Fall 2017 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 (4 Available Positions)

The Martin Luther King Jr. Day of Service is a day of service, during which approximately 1,000 students will be sent to volunteer at nonprofit service sites in Columbus on Monday, January 15th, 2018. The Martin Luther King Jr. Day of Service Chairs will spend the end of Spring 2016 semester and the summer making initial plans, then Fall 2016 semester and Winter Break 2016 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 during parts of Winter Break after the Fall 2017 semester, usually including being back on campus by January 4/5.
Spring Into Service Chair (3 Available Positions)

Spring Into Service is a week-long series of service trips, educational programs, and civic engagement activities that will occur after Spring Break 2018. Past programs have included service trips to local Columbus nonprofits, a single day of service event for about 100 students, educational programs, and more.

This responsibilities of this position include:

- Plan a week-long series of service trips, educational presentations, and civic engagement activities.
- 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 (3 Available Positions)**

Throughout the Fall 2017 and Spring 2018 semesters, Pay It Forward hosts 2-4 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.

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**Student Director (2 Available Positions)**

The Director positions are necessary to keep the passion for service alive within the members of the Pay It Forward cohort. This leadership requires returning Pay It Forward members who will be easily accessible during the end of Spring 2017 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.
- Work with The Office of Student Life and the Pay It Forward Advisor to plan logistics for cohort meetings and retreats, such as room/space reservations, food and beverages, and other budgetary factors and accommodations.
- Serve as a resource and helping-hand for all Chairs to help manage any gaps which may occur in planning or implementation, and able to manage any crisis.
- Think strategically about how meeting time and retreats are well-spent.
- Focus on strategic cohort membership development to occur through team-building, leadership development activities, education on issues, and social events.
- 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.
Columbus Service Support Program Coordinators (2 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 returning Pay It Forward members who have served as service coaches for the CSSP during their time in the cohort.

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 2017 – Spring 2018 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
- Match CSSP organizations with service coaches from the Pay It Forward cohort
- Conduct orientation for organizations and groups participating in CSSP
- Create and administer training to the Pay It Forward cohort on their role as Service Coaches
- Provide support and mentorship to Service Coaches in their roles
- Create and administer assessments/evaluations for CSSP participant organizations and Service Coaches