



Leadership Team Overview

Thank you for your interest in serving on a Leadership Team with the Gephardt Institute!

Leadership Teams (LTs) are comprised of committed student volunteers who are dedicated to a specific initiative sponsored by the Gephardt Institute. LTs offer essential leadership to ensure success and advance the mission of the following four programs:

- Blood Drives
- Each One Teach One
- K-12 Connections (K-12 Ambassadors)
- Leadership Through Service (separate application process open only to LTS alumni)

The LT experience offers students the opportunity to build on their leadership skills and make substantive contributions to the campus community, which in turn create positive impact in the St. Louis community. LTs function in a dynamic team environment, working closely with interns and professional staff in the Gephardt Institute.

Whether you have a specific LT in mind or are open to multiple opportunities, please read this application packet closely and stop into the Gephardt Institute if you have any questions. We're in DUC 150, by the fireplace! You can also email any questions to Cara Johnson (cljohnson@wustl.edu).

Expectations of Students Serving on Leadership Teams

- Undergraduate status during the 2017-2018 academic year
- 3.0 minimum GPA
- Strong interpersonal, communication, and organization skills
- Commitment to team approach
- Flexibility, initiative, and sense of humor
- Interest in community service
- Commitment of two academic semesters. Exceptions can be discussed with students studying abroad or with other unique circumstances.
- Commitment to model professionalism and ethical leadership in and outside the office through adherence with Washington University policies & procedures, community expectations and values, and office expectations.
- Willingness and ability to participate in LT training, meetings, events, and commitments, which likely include evenings and weekends



Blood Drive Leadership Team

Overview:

Since 2007, the Community Service Office has coordinated a unique blood drive model in collaboration with American Red Cross and Mississippi Valley Regional Blood Center. Four times a year, a University-wide blood drive is held, featuring 8-12 donor locations and collecting 300-500 units of blood in a single day. The ability to sustain this massive effort stems primarily from the efforts of the Blood Drive Leadership Team (BDLT), students who provide essential support to blood drives through three main areas: marketing and outreach, event leadership, and planning & evaluation.

BDLT members work closely with the student Blood Drive Team Leader(s) and Blood Drive Coordinator, professional staff in the Gephardt Institute, and representatives from the two blood banks, in order to connect the blood drive vision with the campus community. This is a unique opportunity to gain leadership experience, participate on a team of motivated, passionate individuals, and strengthen Washington University's contribution to the blood supply in the St. Louis region.

Responsibilities:

- Innovate and expand outreach to student populations through specialized messages and events
- Participate in marketing initiatives, including: hanging posters across campus, wearing the “blood drop suit” in high traffic areas, painting the underpass, staffing information tables, and speaking at student group meetings.
- Serve as central staff for each blood drive event, which includes assisting with set-up and clean-up, delivering supplies, troubleshooting, and filling in where needed.
- Participate in developing a planning timeline and operational plan, and in the evaluation process.
- Develop and implement new initiatives to increase donor and volunteer morale and campus enthusiasm for the blood drive initiative.

Time Commitment:

- Retreat in fall (training, planning, and teambuilding)
- 1 hour per week on average & 5 hours the two weeks immediately before the Drive.
- Full-day commitment on blood drive days, outside of classes (approximately 7am-11pm)

Contacts:

Intern: Hanusia Higgins, Blood Drive Student Coordinator

Professional Staff: Tim Dugan, Coordinator of Community Service



K-12 Ambassadors

LT for K-12 Connections

About K-12 Connections:

K-12 Connections connects WU students, faculty and staff with volunteer opportunities involving high-needs urban school districts in the St. Louis area. The primary focus is organizing classroom and school field trips to WU so that K-12 students can experience campus tours, Edison Theatre shows, Kemper art exhibits, student panels, and learning modules. The program is a collaborative effort of the Institute for School Partnership, the Gephardt Institute, and the department of Government and Community Relations, and is led by a student intern who serves as the K-12 Connections Coordinator.

K-12 Ambassadors Overview:

K-12 Ambassadors serve as the student leadership team to support K-12 Connections. When K-12 students take field trips to WU with their classrooms or schools, K-12 Ambassadors play critical roles in welcoming and assisting them over the course of their visit. K-12 Connections typically hosts 2-3 field trips per month, and K-12 Ambassadors volunteer a few hours as their schedules permit.

Volunteer roles include offering campus tours, escorting students between campus buildings, eating lunch with students, facilitating small group discussions, and assisting with special activities. K-12 Ambassadors also provide assistance with event planning and evaluation. K-12 Ambassadors serve as essential role models for younger students gaining exposure to college life, and provide logistical assistance to assure that all field trips are smooth and meaningful for the students.

Expectations of K-12 Ambassadors:

- Involvement in field trips that don't pose academic or work conflicts. Field trips typically run approximately 9am-2pm and volunteers usually contribute 1-2 hours as their schedules permit.
- Participation in training retreat (3 hours) and meetings twice a semester (1 hour).
- Feedback to K-12 Coordinator following each field trip.
- Experience and/or interest in working with K-12 students from high-needs urban schools.

Contact:

K12connections@wustl.edu



Each One Teach One Leadership Team Overview

Position Overview:

The EOTO Leadership Team (LT) consists of Day Leaders, Team Leaders, and at-large Leadership Team members. The LT provides essential support and feedback to EOTO program coordinators to ensure that all EOTO functions are effective and impactful. LT members serve as liaisons between the EOTO tutors, site coordinators, and program coordinators in the Gephardt Institute. While there is variation in specific roles depending upon each program, we hope all Leadership Team members get to know as many of the tutors as possible. The Leadership Team also supports the EOTO programs and volunteers by organizing, promoting, staffing, and evaluating various EOTO initiatives, including tutor recruitment, information sessions, interviews, training, tutor recognition, and special events.

General Requirements for all EOTO LT:

- ✓ Minimum one semester of prior experience with EOTO as a tutor/mentor
- ✓ Continuation as a volunteer tutor
- ✓ Working knowledge of all EOTO programs
- ✓ Passion and enthusiasm for working with youth
- ✓ Dedication to EOTO and interest in continuous improvements
- ✓ Effective tutoring and mentoring skills
- ✓ Excellent communication & organizational skills
- ✓ Timely response to e-mail and other communication
- ✓ Comfort communicating with student coordinators, Gephardt professional staff, and EOTO tutors, and K-12 tutees
- ✓ Attend bi-monthly meetings (one hour)
- ✓ Attend program-specific meetings/events
- ✓ Assist with applicant interviews
(3-4 hours/semester)
- ✓ Assist with tutor training (4-6 hours/semester)
- ✓ Assist with hanging posters on campus

Contact:

eoto@wustl.edu

