

SERVICE LEARNING & CAS COORDINATOR

The Service Learning and CAS Coordinator supports programming for social and environmental impact and provides overall leadership for the *Zhixing* (co-curricular) program in the context of the larger UWC mission to “make education a force to unite people, nations, and cultures for peace and a sustainable future.” The role works collaboratively with faculty, students, and community partners to guide community service, implement the CAS (Community, Activity, Service) component of the International Baccalaureate Diploma Programme (IBDP), and contribute to the planning and execution of Project Weeks, special programming, and the other work of the Experiential Learning Office. Key aspects of this work include program design and implementation, relationship-based engagement with faculty and student leaders, creative problem solving, and the promotion of service as a crucial part of the mission-driven UWC Changshu learning community. Please note due to the nature of this work, hours for the Service Learning and CAS Coordinator hours include late afternoon and evenings as well as occasional weekends.

REPORTING

LINE MANAGER

- The Service Learning and CAS Coordinator reports to the Dean of Experiential Learning and ultimately to the Vice Principal (Academics) and the Principal.

LINE MANAGING

- The Service Learning and CAS Coordinator provides role-specific supervision to faculty assigned to service- and creativity related *Zhixing* activities as well as all faculty involved in CAS as student advisors.

KEY RESPONSIBILITIES

SERVICE LEARNING

- Take overall responsibility to ensure service-related programs at the college serve as meaningful and engaging learning opportunities guided by UWC values including action and personal example; mutual responsibility and respect; personal responsibility and integrity; respect for the environment; and compassion and community service.
- Build and maintain relationships with community partners that may provide service-learning experiences for the students.
- Support faculty assigned to supervise service and creativity-related *Zhixing* activities to ensure they are present, supportive mentors of student leaders.
- Provide additional support to student leaders involved in service and creativity-related *Zhixing* activities.
- Manage an adaptive *Zhixing* system that can flexibly support students in developing their own initiatives, with a particular focus on those that create community engagement.

- Take the lead and empower others to organize community service activities.
- Support students in the design and implementation of service-based projects and community events
- Stay up to date on the latest research and innovative practices—in China and around the world—related to service learning other approaches to experiential learning.
- Partner with students and colleagues to a service mindset in all students and community members, through experiential learning.

CAS COORDINATION

- Work closely with the Dean of Experiential Learning and the designated Outdoor and Physical Education Lead to ensure that programming meets or exceeds IB Diploma Programme CAS requirements and that *Zhixing* expectations are aligned with the overall Experiential Learning program.
- Communicate with students, faculty advisors, and other stakeholders to ensure the timely completion of reflections, required uploads to the IB, and other tasks related to the maintenance of the CAS program.
- Proactively communicate with the Head of Academics (DP) and—as appropriate—with the IB to ensure up-to-date alignment with CAS requirements and pedagogical developments.

PROJECT WEEK, SPECIAL EVENTS, AND EXPERIENTIAL LEARNING TEAM

- Support the development, communication, and implementation of risk assessment, management, and crisis response plans exist for Project Weeks and student initiatives.
- Contribute to community-building events including—but not limited to—orientation, the Changshu Challenge, UWC Day, Earth Day, and the UWC Changshu Olympics.

Please note that this list is not exhaustive. The Service Learning and CAS Coordinator must complete any other reasonable duties (including teaching responsibilities) assigned by the Dean of Experiential Learning, Vice Principal (Academics), or the Principal. Typically the Service Learning and CAS Coordinator can expect a teaching load of 2-3 classes.

REQUIREMENTS FOR THE POSITION

Dispositions:

- Organized and detail-oriented
- Self-directed and responsible
- Enthusiastic about reading and learning
- Has a high level of personal integrity
- Team-oriented

Skills, qualifications, and experience:

- Has completed a Bachelor's degree.
- Has at least two years of working experience, preferably in an international school context.
- Confident communicator in English

- Has interpersonal skills required to listen and communicate effectively with a range of constituents (students, faculty, families, and the academic leadership).
- Can operate effectively and sensitively in a cross-cultural academic setting.

SAFEGUARDING AND INCLUSION STATEMENTS

UWC Changshu is committed to safeguarding and promoting the welfare of all the students in our care and expects all applicants to share this commitment. We follow safe recruitment practices which are aligned to the recommendations of the International Task Force on Child Protection. We hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All appointments are subject to an interview, identity checks, criminal record checks, and successful references.

The college is an equal opportunity employer and values diversity. We actively encourage all qualified applicants to apply regardless of race, religion, gender, national origin, age, or disability.