



COMMUNITY PARTNER INFORMATION SHEET

Career Development Center, 360 Dr. Martin Luther King Boulevard, Hill Hall 112/309/313, Newark, NJ 07102 • 973-353-5311

Date: _____

Name of Organization: _____

Name of Parent Organization (if applicable): _____

Contact Person: _____ Title: _____

Address: _____

City, State, Zip: _____

County: _____

Phone: (____) _____ E-mail: _____

Fax: (____) _____ Web Address: _____

Type of Organization:

Check one

_____ Non-Profit [501(c)(3)] _____ Non-Profit Advocacy [501(c)(4)] _____ Government

_____ Other (specify): _____

Check all that apply

_____ Children/Youth _____ Education _____ Faith-Based _____ Health

_____ Cultural/Ethnic _____ Elderly _____ Food Service _____ Political/Advocacy

_____ Disabilities _____ Environmental _____ Governmental _____ Women

Are you affiliated with a national, international, state, or local organization (e.g., American Red Cross)?

YES NO

If yes, please specify: _____

Mission Statement: *(Required)*

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Location:

Are you located within one mile of Rutgers-Newark? YES NO

Will your organization reimburse students for travel expenses? YES NO

Is your site in compliance with the Americans with Disabilities Act (handicap accessible)? YES NO

Has your organization worked with Rutgers students before? YES NO

If yes, what type of students? _____ CASE _____ Interns _____ Co-op _____ Other

Ways Volunteers Are Needed:

Check all that apply

- | | | |
|---------------------------------|----------------------------------|-------------------------------------|
| _____ Fundraising | _____ Bookkeeping | _____ Office Support |
| _____ Public Relations | _____ Sports/Recreation/Outdoors | _____ Computer Support |
| _____ Childcare | _____ Maintenance | _____ Grant Writing |
| _____ Tutoring | _____ Legislative Monitoring | _____ Chaperone |
| _____ Research | _____ Horticultural Development | _____ Mentoring |
| _____ Advocacy | _____ Driver(s) | _____ Summer/Seasonal Opportunities |
| _____ Special Events Assistance | _____ Other (specify): _____ | |

Please photocopy the following Position Description Form for as many positions you have available. Remember to **COPY** and **COMPLETE** a separate form for each position.

Please complete and return to:

Theresa C. O'Neill, Career Counselor/CASE Coordinator
Career Development Center
 Rutgers, The State University of New Jersey—Newark Campus
 360 Dr. Martin Luther King Boulevard
 Hill Hall 112/309/313
 Newark, NJ 07102-1801
 (973) 353-5333
 or fax to: (973) 353-5355

Applications are accepted at all times throughout the year and will be added as an option for the next subsequent semester.

Due Dates: For Fall Semester—Applications must be received on or before August 15th
 For Spring Semester—Applications must be received on or before December 1st



POSITION DESCRIPTION FORM

Career Development Center, 360 Dr. Martin Luther King Boulevard, Hill Hall 112/309/313, Newark, NJ 07102 • 973-353-5311

REMEMBER TO COPY AND COMPLETE A SEPARATE FORM FOR EACH POSTION

Date: _____

Name of Organization: _____

Position Title: _____

Number of these positions available: _____

Position Supervisor: _____ Title: _____

Supervisor's Phone: () _____ E-mail: _____

Focus of Position:

Check all that apply

- | | | | |
|-------------------------|---------------------|--------------------------|---------------------|
| _____ Administration | _____ Education | _____ Food Service | _____ Technological |
| _____ Children | _____ Elderly | _____ Governmental | _____ Translation |
| _____ Culture/Ethnicity | _____ Environmental | _____ Health | _____ Women |
| _____ Disabilities | _____ Faith-Based | _____ Political/Advocacy | _____ Youth |

Description of Duties:

Skills Required for this Position:

Hours Available for CASE Community Service Students:

Please note: CASE Students are required to work between 4-6 hours a week for a total of 40 hours per semester.

Monday: _____
Tuesday: _____
Wednesday: _____
Thursday: _____
Friday: _____
Saturday: _____
Sunday: _____
Other Notes: _____

Please include hours of operation and shifts available for students to work.

POSITION DESCRIPTION FORM

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Required Attire: _____

Does this position require any of the following (*check all that apply*):

Health Clearance:

_____ Physical Exam _____ Laboratory Tests _____ Vaccinations (specify): _____
_____ Hepatitis B _____ Tuberculosis _____ Other (specify): _____
_____ HIV _____ Drug Screening

Safety Clearance:

_____ Fingerprinting _____ Criminal Background Check _____ First Aid/CPR Certification
_____ Other (specify): _____

Transportation:

_____ Driver's License _____ Commercial Driver's License (CDL) _____ Own car to provide services
_____ Other (specify): _____

Will your agency provide any of these requirements or reimburse for their costs? YES NO

If yes, please specify: _____

Will Service-Learning students be able to begin providing their 40 hours of service prior to all requirements being satisfied? YES NO

Does this position require operation of a motor vehicle? YES NO

Will you provide an agency orientation to new Service-Learning students? YES NO

Will there be direct supervision on the job? YES NO

What training will be provided to CASE community service students?

If you have additional comments concerning this position, please write below:

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED

Please return completed forms and signed Community Partner Agreement Letter to:

Theresa C. O'Neill, Career Counselor/CASE Coordinator
Career Development Center, Rutgers, The State University of New Jersey—Newark Campus
360 Dr. Martin Luther King Boulevard, Hill Hall 112/309/313, Newark, NJ 07102-1801
Phone: (973) 353-5333 • Fax: (973) 353-5355

COMMUNITY PARTNER AGREEMENT LETTER

Career Development Center, 360 Dr. Martin Luther King Boulevard, Hill Hall 112/309/313, Newark, NJ 07102 • 973-353-5311

This agreement, dated _____, is entered into between Rutgers, The State University of New Jersey through the Rutgers Citizenship and Service Education Program (CASE) and _____ (hereinafter known as “Community Partner” or “CP”) for the purpose of providing community service volunteers.

Students will be made available to CP by CASE for specific community service assignments. CASE does not represent that students assigned are qualified by training or temperament for a specific community service assignment. CP agrees that no student will be denied community service opportunities or subjected to different treatment under this agreement on the grounds of race, gender, religion, ethnic background, national origin, ancestry, age, sexual orientation, handicap, marital status, or veteran status.

The CP will be responsible for providing agency-specific orientation and direct supervision of community service volunteer activities performed by CP. CP will maintain records reflecting the hours each student performs community service for CP. CP will submit these records to the CASE program at the end of each semester as requested. CP will submit a brief written evaluation of student volunteers to the CASE program each semester as requested. CASE agrees to provide a standard form for community service volunteer evaluation.

CP will also be responsible for the safety of students while on CP’s premises. The CP and/or its staff will not be engaged in illegal behavior or activities. Breach of the aforementioned items will constitute cause for immediate termination of the CASE-CP relationship. CP will be able to immediately terminate community service students as necessary. CP will contact CASE if they terminate a community service student.

Students may not displace workers or duplicate work which causes individuals to become unemployed. Service-Learning students will not organize or bust unions on the CP site, will not work with political organizations or elected officials on partisan efforts, will not engage in religious activities, will not engage in advocacy work, will not work to benefit for-profit organizations, and will not work for or against unions.

CP understands that the information included in the CASE Community Partner Application may be provided to those interested in developing community-base initiatives.

I understand that information included in This Agreement is in force on _____, 20 _____. Termination of this agreement can be initiated by CPs or CASE by giving thirty (30) days notice of termination to the other party in writing.

CP covenants and agrees to fully protect, indemnify, and save harmless Rutgers University, its trustees, officers and employees, the CASE program, student participants in the CASE program, and their successors and assigns of and from any and all manner of liability, suits, actions, claims, demands, damages or expenses arising from or growing out of the community service provided by students under this agreement, including with limiting the generality of the foregoing, losses to property, or injury to persons.

By: (Community Partner)

Career Development Center
Rutgers, The State University of NJ, Newark Campus

Attest: _____

Attest: _____