

Position: Communications Chair 2017-2018

Mission: As part of the Service Center support team, the Communications Chair is in charge of record-keeping for the Service Center, compiling volunteer opportunities, and disseminating the information to Service Center directors and volunteers. The Communications Chair also assists the Program Directors, Service VP, or Issue Area Coordinators as needed.

Qualifications:

- Current USU Student
- Volunteered at least for one year in the Service Center, or demonstrate possession of equivalent qualifications (determined by Service VP and Community Service Coordinator)
- Have a 2.5 GPA or higher

Compensation:

- May receive an AmeriCorps Education Award (can be applied to future tuition or student loans) after completing 300 hours. Talk with Service VP and Community Service Coordinator to enroll. Hours begin August 2017.

Communications Chair Duties:

Required:

- Take minutes and attendance at all director meetings (every other Monday at 9:00 p.m.)
- Maintain office hour schedule and tracks director absences
- Gather and adds photos of service activities to the service center Box account
- Compile Dashboard information for monthly service center reports
- Fill out and manage all required paperwork including:
 - Risk Management Paperwork for directors and other support team members
 - NSOPW background checks
 - Photo Release Form, Conduct Agreement
 - Release, Acknowledgement of Risk, and Waiver of Liability
- Conduct regular AGS audits
- Coordinate with Issue Area Coordinators to gather all program reporting information
- Compile volunteer opportunities from the community partners and directors, Issue Area Coordinators, and other sources to publish a weekly online service newsletter
- Transfer all volunteer opportunities to the Service Center online calendar and keep them updated
- Manage the information gathered from the Get Involved! tab on the Service Center website by recording contact information in the master volunteer list and sending a welcome email to new volunteers
- Send mass emails to master volunteer list as requested by Service VP
- Post service opportunities on the Service Center Facebook page
- Actively inform and educate new volunteers for Service Center
- Contact community partners about service opportunities
- Communicate with issue area coordinators about opportunities for service with their community partners
- Create Communications Chair Binder

Service Center Responsibilities:

- Attend the following events and assist as needed
 - Day on the Quad
 - Service Center Kick-Off (fall) and Re-Charge (spring)
 - Fall training retreat
- Attend established office hours: 3 hours a week during business hours
 - Be available for meetings with students and staff

