

Position: Issue Area Coordinator Social Justice and Sustainability 2017-2018

Mission: The Issue Area Coordinator (IAC) is responsible for providing support to student directors for the Social Justice and Sustainability programs. The IAC provides professional leadership. The IAC conducts direct service alongside student volunteers, and is responsible to coordinate a large project once each semester that meets scope of their Issue Area and utilizes programs, directors, and volunteers within Issue Area. Theirs is a supportive role that allows student directors to develop into strong leaders. In the event that a student director is sick or quits, IAC may temporarily fill-in.

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.

Partnerships:

- Communicate with the Social Justice & Sustainability issue area programs **twice a month**
- Collaborate with programs and Community partners in the Social Justice & Sustainability issue area
USU programs include: SNAC, STEP, Aggie Outdoor Volunteers, and Aggie Sustainability
Community Partners include: Food Recovery Network, Cache Food Pantry, Utah Conservation Corps, Nordic United, Stokes Nature Center, and Bear River Land Conservancy

Service Center Responsibilities:

- Attend the following events and assist as needed
 - Day on the Quad
 - Service 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
- Fill out all required paperwork including:
 - Dashboards
 - Risk Management Paperwork as needed
- Track hours on AGS or OrgSync and encourage directors to do the same
- Actively inform and educate new volunteers for Service Center
- Meet with Service Center Coordinator once a week
- Plan and prepare for school year programming during the summer
- Update IAC Program Binder

Community Partner Responsibilities

- Coordinate between Community Partners and CCESL staff for efficient and effective communication and program implementation
- Reports to Service Center Coordinator and Service VP on a regular basis

Issue Area Responsibilities:

Support student-directed volunteer service programs

- Coordinate Issue Area Project **each semester**
 - Project should fall within scope of Social Justice & Sustainability
 - Utilize programs, directors, and volunteers within issue area to accomplish project
 - Examples: National Hunger & Homelessness Awareness Week, Dining Hall Services Fast, Earth Day Event, fundraising event for appropriate non-profit, etc.
- Conducts risk management audits each semester for every program in the issue area
- Provides logistical support (be a part of committee meetings, chat with directors, encourage calendaring, set a

schedule for calendar information to be turned in)

- Meet **twice a month** with student directors within the Issue Area and report to Service VP **once a month**
- Gather and disseminate campus and Service Center service information to directors
- Ensures compliance with Service Center safety protocols, reports policy violations to Service Center Coordinator
- Visits volunteer sites to participate in volunteering, come up with suggestions for directors, gather feedback from community partners and other organizations

