

## Position: Issue Area Coordinator Youth and Education 2017-2018

**Mission:** The Issue Area Coordinator (IAC) is responsible for providing support to student directors for the Youth and Education 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 temporally 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 Youth and Education issue area programs **twice** a month
- Collaborate with programs and Community partners in the Youth and Education issue area  
USU programs include: Aggies for Education, Aggie Translators, Big Brothers Big Sisters  
Community Partners include: Local school districts, Woodruff Elementary School, CRIC

### 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
- Track hours on AGS or OrgSync and encourage directors to do the same
- Actively inform and educate new volunteers for Service Center
- Update IAC Binder

### Community Partner Responsibilities

- Coordinate between Community Partners and CCESL staff for efficient and effective communication and program implementation
- Report regularly to Service Center Coordinator and Service VP

### Issue Area Responsibilities:

- Coordinate Issue Area Project **each semester**
  - Project should fall within scope of Youth & Education
  - Utilize programs, directors, and volunteers within issue area to accomplish project
  - Example: Whittier Community Center Halloween Carnival, Intercultural community event, fundraising event for appropriate non-profit, etc.
- Conducts risk management audits for each program every semester
- Provides logistical support (attend committee meetings, communicate with directors, set a schedule for calendar information to be turned in)
- Meets with student directors within the Issue Area **twice a month** and report to Service VP **once a month**
- Gathers and disseminates campus and Service Center service information to directors
- Ensures compliance with Service Center safety protocols, reports policy violations to Nelda
- Visits volunteer sites to participate in volunteering, come up with suggestions for directors, gather feedback from community partners and other organizations

