

**Position: Aggie Translators Director 2017-2018**

**Mission:** Aggie Translators director is responsible for providing support to public school staff and administrators as well as other public services in Cache Valley with oral and written translations that they request. The director is in charge of finding volunteers from USU who are capable and confident to translate, overseeing risk management issues regarding volunteers working with vulnerable populations, supervising free English classes offered to Latino adults in Cache Valley, and recruiting tutors and translators of various languages.

**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 Coordinator
- Collaborate with programs and Community Partners in the Youth and Education issue area  
USU programs include: Big Brothers Big Sisters, Aggies for Education  
Community Partners include: Logan City and Cache County School Districts, Woodruff Elementary School, Cache Refugee & Immigrant Connection

**Program Events/Activities:**

- Plan monthly service opportunity:
  - Tutoring opportunities for volunteers at local schools
  - Hispanic Health Fair and other community events
  - Parent-Teacher Conference translationSupplementary Events: One-time literacy events, cultural awareness events.

**Service Center Responsibilities:**

- Attend the following events
  - Day on the Quad
  - Service Center Kick-Off (fall) and Re-Energize (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 volunteers to do the same
- Actively inform and educate new volunteers for Service Center
- Meet with Issue Area Coordinator on a regular basis
- Manage and train volunteers
- Plan and prepare for school year programming during the summer
- Update Program Director Binder
- Manage volunteer sign up forms and project reporting forms

**Committee Work:**

- Assemble and manage program committee