### Position: Aggie Translators Director 2018-2019

### Mission:
The 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 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 of $1,252.91 (can be applied to future tuition or student loans) after completing 300 hours of service that supports the Service Center. Talk with Community Service Coordinator to enroll. Hours begin August 2018.

### Partnerships:
- Communicate with the Youth and Education Issue Area Coordinator
- Collaborate with Aggies for Education, Logan City and Cache County School Districts, Woodruff Elementary School, Refugee Connection

### Program Events/Activities:
**Required:**
- Attend director meetings (every other Monday at 9pm)
- Plan monthly activity for volunteers
- Coordinate with school districts for parent-teacher conference translation needs

**Examples of Past Events:**
- Translate at Hispanic Health Fair (spring)
- Host English classes for parents at Woodruff Elementary

### Service Center Responsibilities:
- Attend the following events
  - Day on the Quad
  - Service Center Kick-Off (fall) and ReCharge (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 (event reports)
  - Risk management paperwork as needed
- Track hours on AggieSync 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
- Manage volunteer sign up forms