

Position: Aggies for Education Director 2017 - 2018

Mission: Aggies for Education is responsible for providing support to schools primarily in Logan, working in the areas of reading and math literacy. The director is in charge of recruiting volunteers, matching tutors with schools, facilitating these volunteering commitments and creating service events/fundraisers in conjunction with schools. The director must be able to balance several school schedules, remain as a reliable source of contact between volunteers and schools, and work with a committee to create and implement additional service project opportunities.

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 and Aggie Translators
Community Partners include: Logan City and Cache County School Districts

Program Events/Activities:

- Required: Coordinate tutoring opportunities for volunteers at local schools
- Monthly activity or training event for volunteers
- Supplementary events: 1-2 service projects a semester

Service Center Responsibilities:

- Plan and prepare for school year programming during the summer
- Attend the following events
 - 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
- Fill out all required paperwork including:
 - Dashboards (event reports)
 - Risk Management Paperwork as needed
- Track hours on AGS
- Actively inform and educate new volunteers for Service Center
- Meet with Issue Area Coordinator twice a month
- Manage and train volunteers
- Update Program Director Binder for following year
- Manage volunteer sign up forms and project reporting forms

Committee Work:

- Assemble and manage program committee
 - Assists with handling volunteers, communicating with schools and planning service events throughout school year