**Position:** Aggies for Education Director 2018-2019

**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 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 Aggie Translators, Utah YOUth Connect, Logan City and Cache County School Districts

**Program Events/Activities:**
**Required:**
- Attend director meetings (every other Monday at 9pm)
- Coordinate tutoring opportunities for volunteers at local schools
- Monthly activity or training event for volunteers

**Examples of Past Events:**
- Judging at elementary school science fairs
- Assisting at elementary school literacy nights

**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