

Position: Best Buddies Director 2017-2018

Mission: The Best Buddies director oversees a committee and together they work to end the physical and social isolation of individuals with special needs. They work together to put on monthly events and the "Spread the Word to End the Word" campaign in March. The director interviews, matches, and monitors college students in one-to-one friendships with adults with special needs in the community.

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 Health and Ability Issue Area Coordinator
- Collaborate with programs and Community Partners in the Health and Ability issue area
USU programs include: Special Olympics, Aggie Health, Grandfriends
Community Partners include: American Red Cross, Common Ground Outdoor Adventures

Program Events/Activities:

Required:

- Plan Monthly Activities
 - Buddy Matching Activity
 - Halloween Party
 - Thanksgiving Dinner
 - Christmas Party
 - Valentines Dance
 - Best Buddies Talent Show
- Spread the Word to End the Word Campaign (In partnership with Special Olympics co-directors)
- Interview college students & match Buddy Pairs

Committee Work:

- Assemble and manage program committee

Fundraising:

- Fundraise cost of chapter dues, \$350 by April

Best Buddies International Responsibilities:

- Attend Best Buddies International Leadership Conference (July)
- Complete monthly friendship updates
- Oversee the success of friendship pairs in chapter
- Maintain regular contact with Best Buddies Utah

Service Center Responsibilities:

- 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 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