### Position: Best Buddies Director 2018-2019

**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
- Volunteer 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 Health and Ability Issue Area Coordinator
- Collaborate with Special Olympics, Aggie Health, Grandfriends, Common Ground Outdoor Adventures

### Program Events/Activities:
**Required:**
- Attend director meetings (every other Monday at 9pm)
- Plan Monthly Activities
- Spread the Word to End the Word Campaign
- Interview college students & match Buddy Pairs

### 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

### 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

### Fundraising:
- Fundraise cost of chapter dues, $350 by April