

Position: Big Brothers Big Sisters Director 2017-2018

Mission: The director will be the on-campus and Cache Valley representative of Big Brothers Big Sisters of Utah. They will be responsible for recruitment and initial intake of potential USU volunteers for this one-to-one mentorship program aimed to connect children ages 6-17 with a positive role model. Commitment is one full calendar year. Director will plan monthly activities for all the partnerships.

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: Aggies for Education and Aggie Translators
Community Partners include: Big Brothers Big Sisters of Utah

Program Events/Activities:

Required:

- Plan monthly activity for volunteers
- Recruiting and completing initial intake of potential Bigs (USU student volunteers)
- Conducting interviews for the potential Bigs
- Plan monthly activities for partnerships
- Promote Big Brother Big Sisters in the Cache Valley community in schools and at community events
- Complete national Big Brother Big Sisters online training, any other training required by Big Brother Big Sisters of 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

Committee Work:

- Assemble and manage program committee