

Position: Grandfriends Director 2017-2018

Mission: The Grandfriends director is responsible for facilitating meaningful interactions between USU students and the senior citizens of Cache Valley. Responsibilities include hosting events for local retirement communities, promoting the general welfare of seniors in Cache Valley, and coordinating activities.

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 in 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, Best Buddies, Aggie Health
Community Partners include: American Red Cross, Common Ground Outdoor Adventures

Program Events/Activities:

- Obtain volunteers for Sunshine Terrace's Adopt-a-Grandparent program
- Coordinate weekly visits to the following retirement homes:
 - Carl Inoway Senior Housing
 - Williamsburg Retirement Community

Committee Work:

- Assemble and manage program committee

Service Center Responsibilities:

- Attend the following events
 - Day on the Quad
 - Service Center Kick-Off (fall) 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
- Manage 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