**Position:** Youth and Education Issue Area Coordinator 2018-2019

**Mission:** The Issue Area Coordinator (IAC) is responsible for providing support to student directors for the Youth and Education programs. The IAC provides professional leadership. The IAC conducts direct service alongside student volunteers and is responsible to coordinate a large project once each semester that meets scope of their Issue Area and utilizes programs, directors, and volunteers within Issue Area. This is a supportive role that allows student directors to develop into strong leaders. In the event that a student director is sick or quits, IAC may temporally fill-in.

**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 programs **twice** a month (Aggie Translators, Aggies for Education, Utah YOUth Connect)

**Issue Area Responsibilities:**
- Attend Student Service Leader Retreat in August at Spring Haven (overnight)
- Coordinate Issue Area Project **each semester**
  - Project should fall within scope of Youth & Education
  - Utilize programs, directors, and volunteers within issue area to accomplish project
  - Example: Whittier Community Center Halloween Carnival, Intercultural community event, fundraising event for appropriate non-profit, etc.
- Conducts risk management audits for each program every semester
- Provides logistical support (attend committee meetings, communicate with directors, set a schedule for calendar information to be turned in)
- Gathers and disseminates campus and Service Center service information to directors
- Visits volunteer sites to participate in volunteering, come up with suggestions for directors, gather feedback from community partners and other organizations

**Service Center Responsibilities:**
- Attend director meetings (every other Monday at 9pm)
- Assist with 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
- Track hours on AggieSync and encourage volunteers to do the same
- Actively inform and educate new volunteers for Service Center