

Position: STEP (Students Together Ending Poverty) Director 2017-2018

Mission: The director of STEP works to educate the local and campus community about poverty while working to find solutions to current needs. In addition to overseeing all poverty-related service projects in the Service Center, the STEP director coordinates the Hunger Banquet. The director also partners with local agencies to fight poverty in the community, which include: SNAC, USU Food Recovery Network, Loaves and Fishes Community Meal, and Cache Community Food Pantry.

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 Social Justice & Sustainability Issue Area Coordinator
- Collaborate with programs and Community Partners in the Social Justice & Sustainability issue area
USU programs include: SNAC, USU Food Recovery Network
Community Partners include: Cache Community Food Pantry, Loaves and Fished Community Meal

Program Events/Activities:

Required:

- Plan monthly activity for volunteers
- Hunger Banquet

Optional:

- Frankie's 5K (October fundraiser)
- Dining Services Fast
- Work with local agencies on projects

Committee Work:

- Assemble and manage program committee

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