**Position:** STEP Director 2018-2019

**Mission:** The director of STEP works to educate the local and campus community about poverty while working to find solutions to current needs. The director also partners with local agencies to fight poverty in the community, which include: SNAC, 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 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 Social Justice and Sustainability Issue Area Coordinator
- Collaborate with SNAC, USU Food Recovery Network, Cache Community Food Pantry, Loaves and Fishes Community Meal

**Program Events/Activities:**
**Required:**
- Attend director meetings (every other Monday at 9pm)
- Plan monthly activity for volunteers

**Examples of past events:**
- Hunger Banquet (in partnership with CAAS senator)
- Dining Hall Fast fundraiser
- Sponsorship of Loaves and Fishes meal
- Service trip to the Lantern House in Ogden

**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