

## **The Agapé Center for Local & Global Engagement**

**POSITION:** Office Assistant II | Plunge Day Coordinator, Agapé Center

**HOURS:** 8 hours/week for 30 weeks

**DRESS:** Casual (Business casual on special occasions)

**PRIMARY SUPERVISOR:** Coordinator of the Agapé Center for Local & Global Engagement

### **POSITION SUMMARY:**

This position provides support for the Agapé Center's Plunge Day initiatives (i.e., MLK Day; Service Day/Special Olympics), including administrative tasks, volunteer recruitment and website maintenance, as needed. To assist with greater office tasks as needed.

### **SPECIAL QUALIFICATIONS:**

1. Organizational skills
2. Ability to work on several on-going projects at the same time
3. Detail-oriented
4. Ability to be a 'team player,' while still being a self-starter/motivator
5. Effective interpersonal communications skills
6. Knowledge of social media networks
7. A workable knowledge of Microsoft Office Professional Suite (i.e., Word; Excel; PowerPoint)

### **PRIMARY DUTIES:**

1. Assist with front office coverage (answering phones/questions; greeting walk-ins).
2. Give leadership and vision to Plunge Day initiatives (i.e., MLK Day; Service Day; etc.)
3. Facilitate recruitment and training of Special Olympics student committee members.
4. Assist in volunteer recruitment; communication flow and day-of-event logistics for Plunge Day initiatives, maintaining regular contact with volunteers to provide answers to any questions that arise.
5. Collect photos and stories from Plunge Day participants and upload them to the various social media platforms, including Facebook, Twitter, and Instagram.
6. Conduct assessment of service-learning programs and Plunge Days.
7. Support service-learning among faculty – especially in relationship to Plunge Days.
8. Fill out Educational Plans, as requested.
9. Maintain consistent and reliable attendance.
10. Meet weekly with the Coordinator of the Agapé Center.
11. Perform other duties as assigned by Agapé Center supervisor.

For further questions, please contact us:  
Agapé Center for Local & Global Engagement  
Email: [AgapeCenter@messiah.edu](mailto:AgapeCenter@messiah.edu)  
Phone: (717) 796-1800 ext. 7255