

## **Agape Center for Local & Global Engagement**

**POSITION:** Service Trips Participant Coordinator

**PRIMARY DUTIES:**

- a. Work with the Service Trips Director to update Service Trip applications.
- b. Facilitate recruiting, interviewing, placing and communicating with team leaders, participants and drivers for each service trip.
- c. Revise, edit, and distribute leadership manual for service trip team leaders.
- d. Organize and lead team meetings before Fall, J-Term, and Spring Break.
- e. Maintain regular contact with participants to provide answers to questions.
- f. Verify leaders and participants have submitted trip deposits and paperwork (i.e. emergency contact; health information, etc.) prior to trip departure.
- g. Gather participant medical and emergency contact information for risk-management purposes.
- h. Oversee publicity for Service Trips & participant events, communicating effectively with University Press.
- i. Regularly gather information and assessment from leaders & participants to improve programming.
- j. Work with Director on team trainings, team debrief, and team-building.
- k. Collaborate with the Agapé Center Office Assistant to update the Agapé Center website with upcoming domestic service trip opportunities.
- l. Collect photos and stories from Service Trip participants and upload them to the various social media platforms.
- m. Develop and work toward goals that align with the vision, purpose, and objectives of Service Trips.
- n. Meet weekly with Service Trip Teams.
- o. Participate in mandatory Agapé Center trainings.
- p. Fill out Educational Plans and Fact Sheets.
- q. Perform other duties as prescribed by Agapé Center supervisor.
- r. Prepare a written end-of-year report in the spring for the new Director of Service Trips and the outgoing Student Body President.