

Agape Center for Local & Global Engagement

POSITION: Service Trips Agency Coordinator

PRIMARY DUTIES:

- a. Serve as the primary contact for agencies that Service Trips works with, keeping regular contact with them.
- b. Provide the service trips staff with a list of potential agencies for each break. This entails working with long-term partners that Service Trips uses each year, partners Service Trips has worked with in the past, and new partners that connect with different needs and desires of volunteers.
- c. Oversee Service Trip budgets and work closely with Coordinators, Agapé Treasurer and SGA to adequately fund the programs available through Service Trips.
- d. Gather information from each agency regarding the logistics of the trip.
- e. Based on the aforementioned Agency Form, develop "Information Packets," which include the agency's contact information, trip description, itinerary, directions, etc. for each service trip.
- f. Work with the Director of the Agape Center and Agapé Treasurer to develop a budget for each service trip and ensure timely payment to the agencies.
- g. Follow up with agencies after each trip, getting detailed feedback related to goals, content, and reflection. Compile evaluative comments from participants and leaders to add to agency files and give appropriate feedback to agencies for their development.
- h. Complete required reports for SGA and Agapé in a timely fashion.
- i. Oversee vehicle reservations, signing forms and working closely with the University receptionist to ensure that vehicles are reserved appropriately and in a timely fashion.
- j. Develop and maintain agency files, updating regularly.
- k. Meet weekly with Service Trips Team.
- l. Participate in mandatory Agapé Center trainings.
- m. Fill out Educational Plans and Fact Sheets.
- n. Perform other duties as prescribed by Agapé Center supervisor.