



POSITION: Service Trips Team Coordinator

HOURS: 10 hours/week for 30 weeks

WAGES: Starting at \$7.85/hr.

DRESS: Business casual. Business/professional dress during special occasions

PRIMARY SUPERVISOR: Assistant Director of the Agapé Center

TEAM LEADER: Service Trips Director

SPECIAL QUALIFICATIONS:

1. Organizational skills and the ability to work on several on-going projects at the same time
2. Detail-oriented
3. Ability to be a 'team player'
4. Effective interpersonal communications skills
5. A workable knowledge Microsoft Word (Microsoft Excel helpful, but not required)

PRIMARY DUTIES:

1. Work with the Director to update the Service Trips application, using Terra Dotta
2. Facilitate recruiting, interviewing, placing and communicating with team leaders, participants and drivers for each service trip.
3. Revise, edit, and distribute a leadership manual for service trip team leaders.
4. Organize and lead team leader meetings before Fall, J-Term, and Spring break.
5. Maintain regular contact with the leaders to provide answers to any questions that they may have.
6. Regularly gather information and assessment from Team Leaders & Team Members to improve programming.
7. Work with Director on team trainings, team debrief, and team-building opportunities.
8. Meets weekly with Service Trips Teams.
9. Attend meetings with Service Trip Team, Agapé Team, Team Leader and Director.
10. Develop and work toward goals that align with the vision, purpose, and objectives of Service Trips.
11. Participate in mandatory Agapé Center trainings, including Fall/Spring training and Team Time.
12. Receive training and serve as a Service Facilitator for debrief sessions.
13. Fill out Educational Plans and Fact Sheets, as requested.
14. Assist with front office coverage (working upstairs, answering phones and questions), as needed.

"The Agapé Center's mission is to cultivate experiences with community partners to prepare individuals for lifelong service."

For further questions, please contact us:
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