



POSITION: Service Trip Agency Coordinator

HOURS: 7-10 hours/week for 30 weeks

WAGES: Starting at \$7.85/hr.

DRESS: Casual. Business casual as needed

PRIMARY SUPERVISOR: Assistant Director of the Agapé Center

AREA LEADER: Service Trips Student 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 (via phone and e-mail)
5. A workable knowledge Microsoft Word (Microsoft Excel helpful, but not required)

PRIMARY DUTIES:

1. Serve as the primary contact for agencies that Service Trips works with & keep regular contact with them.
2. For each break, provide the service trips staff with a list of potential agencies.
 - a. Work with long-term partners that Service Trips uses each year.
 - b. Work with partners Service Trips has worked with in the past.
 - c. Work with new partners that connect with different needs, desires of volunteers.
3. Gather information from each agency regarding the logistics of the trip.
 - a. Walk agencies through the Agency Form (on Google Docs) so that we are able to keep online data for each trip.
4. Provide team leaders with appropriate agency information (contact information, description, itinerary, directions, etc.).
5. Follow up with agencies after each trip getting detailed feedback on trips.
 - a. Get assessment related to goals, content, and reflection (what went well, what could be improved).
 - b. Compile evaluative comments from participants and leaders to add to agency files.
 - c. Give appropriate feedback to agencies for their development.
6. Develop and maintain agency files, updating regularly.
7. Collaborate with faculty members, Resident Life, and other organizations on-campus and within the Agapé Center, when appropriate.
8. Meet weekly with Service Trips Team.
9. Meet regularly with supervisor(s) to update them on progress.
Develop and work toward goals that align with the vision, purpose, and objectives of Service Trips.
10. Participate in mandatory Agape Center trainings, including Fall/Spring training and Team Time.
11. Fill out Educational Plans and Fact Sheets, as requested.

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

For further questions, please contact us:
Agapé Center for Service and Learning
Email: AgapeCenter@messiah.edu
Phone: (717) 796-1800 ext. 7255