

POSITION: Service Trip Director

HOURS: 10 hours/week for 30 weeks

DRESS: Casual (Business casual on special occasions)

PRIMARY SUPERVISOR: Assistant Director of the Agapé Center

SPECIAL QUALIFICATIONS:

1. Organizational skills and the ability to work on several on-going projects at the same time
2. An outgoing and friendly personality
3. Detail-oriented
4. Ability to be a ‘team player,’ while still being a self-starter/motivator
5. Good communications skills in person, over the phone, and written

PRIMARY DUTIES:

1. Provide leadership through close communication with advisor to determine the vision and direction for Service Trips both on campus and in our community.
2. Meetings and reporting:
 - Provide leadership in facilitating weekly Service Trips meetings.
 - Meet one-on-one, weekly with supervisor.
 - Complete required reports for SGA in a timely fashion.
 - Complete required reports for the Agapé Center in a timely fashion.
3. Oversee Service Trips budget and work closely with Coordinators, Agapé Treasurer and SGA in terms of adequately funding the programs available through Service Trips.
4. Attend and provide assistance, as requested by the Agapé Center or SGA, with general recruitment and informational events held throughout the semester:
 - Fall Recruiting Event: Opportunities & Service Fair
 - Spring Recruitment Event: Cookies, Cocoa & Community Service
5. Act as student representative for Service Trips in public engagements, Agapé Center meetings, and other meetings involving college administration, as called upon to attend.
6. Work with other groups on campus to build relationships through events held, joint partnerships, and other engagements.
7. Oversee vehicle reservations, which include signing forms and working closely with the College receptionist to ensure that vehicles are reserved appropriately and in a timely fashion.
8. Oversee publicity for Service Trips & participant events, communicating with College Press.
9. Work with Coordinators to assist in planning Fall, J-term, and Spring Break Service Trips.
10. Participate in mandatory Agapé Center trainings, including Fall/Spring training and Team Time.
11. Fill out Educational Plans and Fact Sheets, as requested.
12. Design and implement assessment of service trip programs.
13. Assist with front office coverage (working upstairs, answering phones and questions), as needed.
14. Perform other duties as prescribed by Agapé Center supervisor.

“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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