



**POSITION:** Service Trip Agency Coordinator

**HOURS:** 7-10 hours/week for 30 weeks

**DRESS:** Casual (Business casual on 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 (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.
  - Work with long-term partners that Service Trips uses each year.
  - Work with partners Service Trips has worked with in the past.
  - Work with new partners that connect with different needs, desires of volunteers.
3. Gather information from each agency regarding the logistics of the trip. (i.e., Walk agencies through the Agency Form on Google Docs, so that we are able to keep online data for each trip).
4. 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. All information sheets are provided to team leaders and participants.
5. Work with the Service Trip Director and Agapé Treasurer to develop a budget for each service trip and ensure timely payment to the agencies.
6. Follow up with agencies after each trip, getting detailed feedback on trips.
  - Get assessment related to goals, content, and reflection (what went well, what could be improved).
  - Compile evaluative comments from participants and leaders to add to agency files.
  - Give appropriate feedback to agencies for their development.
7. Develop and maintain agency files, updating regularly.
8. Meet weekly with Service Trips Team.
9. Participate in mandatory Agapé Center trainings, including Fall/Spring training and Team Time.
10. Fill out Educational Plans and Fact Sheets, as requested.
11. Assist with front office coverage (working upstairs, answering phones and questions), as needed.
12. 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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