



**POSITION:** Service Trip Participant Coordinator

**HOURS:** 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
5. A workable knowledge Microsoft Word (Microsoft Excel helpful, but not required)

**PRIMARY DUTIES:**

1. Work with the Service Trips 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 participants to provide answers to any questions that they may have.
6. Verify leaders and participants have submitted trip deposits and paperwork (i.e., emergency contact; health information, etc.) prior to trip departure.
7. Gather participant medical and emergency contact information for risk-management purposes.
8. Regularly gather information and assessment from leaders & participants to improve programming.
9. Work with Director on team trainings, team debrief, and team-building opportunities.
10. Collaborate with the Agapé Center Office Assistant and/or the Website & Assessment Coordinator to update the Agapé Center website with upcoming domestic service trip opportunities.
11. Meet weekly with Service Trips Teams.
12. Collect photos and stories from Service Trip participants and upload them to the various social media platforms, including Facebook, Twitter, and Instagram.
13. Develop and work toward goals that align with the vision, purpose, and objectives of Service Trips.
14. Participate in mandatory Agapé Center trainings, including Fall/Spring training and Team Time.
15. Fill out Educational Plans and Fact Sheets, as requested.
16. Assist with front office coverage (working upstairs, answering phones and questions), as needed.
17. 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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