Position Summary

Community Service Days (CSD) are one-time service events offered by the Office of Community Outreach (CO) that enhance the UConn student community service experience. Program directors are responsible for the overall management and coordination of a designated CO program or project. Specific tasks and obligations for each program vary depending on the program; however, the following responsibilities are required of all program directors.

Major Duties and Responsibilities

A. Program Management and Development (approximately 20% of the time)
   - Review mission statement and revise as needed
   - Develop appropriate goals
   - Develop one-time service projects for students and community partners
   - Regularly evaluate program and cultivate means to enhance its effectiveness
   - Communicate and meet regularly with designated CO staff member

B. Volunteer Management (approximately 35% of the time)
   - Recruit volunteers through advertising, group presentations, involvement fairs, and networking with student organizations
   - Provide ongoing monitoring and supervision of the assistant director and team leader manager
   - Communicate regularly with team leaders regarding scheduling, transportation, activity planning, payroll, and other related program functions
   - Recognize participants for their contributions
   - Organize opportunities for participants to reflect on their experiences

C. Administrative Tasks (approximately 20% of the time)
   - Attend all related CO meetings, trainings, seminars, and workshops
   - Manage any financial or other resources including budgeting, purchasing, and tracking
   - Collect and update data related to programs, membership, and service hours
   - Schedule and monitor transportation
   - Represent CO at University classes, meetings, or events
   - Perform other related duties and activities to support the program and the Office of Community Outreach, as needed

D. Project Teams
   - Participate in a CO project team including: program management, professional development, or community building
E. Program Participation *(approximately 20% of the time)*
- Program directors are expected to participate in their program on a regular schedule as decided with staff supervisor

Qualifications

A. Minimum Qualifications:
- Strong interest in and commitment to community service
- One semester or more of related experience in a leadership and/or supervisory position
- Capacity to facilitate individual and group supervisory meetings including conflict resolution / problem solving
- Capability to positively represent CO to the University and external community
- Proficient interpersonal, relationship, and partnership building skills
- Ability to effectively convey oral and written communication
- Demonstrated program development and organizational skills including ability to manage multiple tasks/projects and planning special events
- Ability to work independently, assess programmatic needs, and develop creative solutions
- A strong appreciation for, as well as a willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
- Demonstrated basic knowledge and skill in the use of personal computers and basic software programs such as Microsoft Office Word and Excel
- Willingness to work irregular and flexible hours including evenings and weekends
- Student must not be on academic probation in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

B. Preferred Qualifications:
- At least one year experience with the CSD program
- One year related experience in a leadership and/or supervisory position
- Demonstrated special event planning/management experience strongly preferred
- Excellent computer skills with an emphasis on Microsoft Office Word, Publisher, and Excel

Commitment

- Full academic year commitment is required
- Participation in CO training in August the week before Fall Semester begins
- 12-15 hours per week; exact hours and schedule will fluctuate and are flexible to student’s academic schedule
- Ability to maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (1.8 semester GPA or higher for 1-23 credits, or 2.0 semester GPA or higher for 24+ credits)

*The University of Connecticut is an Equal Opportunity Employer and supports all state and federal laws that promote equal opportunity and prohibit discrimination. In keeping with our commitment to build a culturally diverse community, the University of Connecticut encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.*