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**Assistant Program Director, Community Service Days**

Position Description

***Position Summary***

Community Service Days are one-time service events offered by the Office of Community Outreach (CO) to enhance the UConn student community service experience. Assistant 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 assistant program directors.

***Major Duties and Responsibilities***

*Assist the program director with the following responsibilities:*

1. **Program Management and Development**
	* 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
2. **Volunteer Management**
	* Recruit volunteers through advertising, group presentations, involvement fairs, and networking with student organizations
	* 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
1. **Administrative Tasks**
* 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
1. **Program Participation**
* Assistant program directors are expected to participate in their program on a regular schedule as decided with staff supervisor. This may include acting as on-call support for events.

***Qualifications***

1. **Minimum Qualifications**:
	* Strong interest in and commitment to community service
	* At least one year of related experience volunteering or performing 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 flexible hours including evenings and weekends
	* Student must not be on academic probation and maintain academic standing 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)
2. **Preferred Qualifications:**
	* At least one year of experience with Community Service Days
	* One year of related experience in a leadership and/or supervisory position
	* Excellent computer skills with an emphasis on Microsoft Office Word, and Excel

***Commitment***

* Full academic year commitment is required
* Participation in CO training in August the week before Fall Semester begins
* 10-12 hours per week; exact hours and schedule will fluctuate and are flexible to student’s academic schedule

*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.*