**Program Director, Campus-wide Service Initiatives**

Position Description

***Position Summary***

Project directors are responsible for the overall management and coordination of designated Community Outreach (CO) project(s). The main goal of the program director will be to organize and facilitate 2-3 major service initiatives. The projects are: ***Fall Service Events***, ***MLK Days of Service***, and ***Give and Go*** (May). The Program director will be expected to build and maintain partnerships between UConn and the surrounding community. Specific tasks and obligations for each project vary depending on the project; however, the following responsibilities are required of all program directors.

***Major Duties and Responsibilities***

1. **Project Development and Management** 
   * Assist in the scheduling of events and reservations of materials, locations, and transportation needs of the specific event
   * Form committees based on logistics and needs of the event
   * Hold regularly scheduled meetings with committees as needed
   * Recognize student volunteers for their contributions

* Organize opportunities for volunteers to reflect on their experiences

*B*. **Student Leader Management and Supervision**

* + Identify the important topics of concern to individuals in the project
  + Identify and create training and support materials that facilitate development of the skills necessary for volunteers to achieve their objectives
  + Facilitate meetings, trainings, and social events related to the projects
* Communicate and/or meet regularly with the One-Time Programs and Initiatives Coordinator and designated CO Staff member
  + Create products and resources that meet the self-identified needs of participants and the community partner(s)

1. **Administrative Tasks**

* Attend all related CO meetings, trainings, seminars, and workshops
* Track all necessary data relevant to project evaluation
* Manage any financial or other resources including allocation, purchasing, and tracking
* Collect and update data related to projects, membership, and service hours
* Represent CO at University classes, meetings, or events
* Perform other related duties as needed

1. **Project Participation**

* Program directors are expected to participate in their event fully

***Qualifications***

1. **Minimum Qualifications**:
   * Strong interest in and commitment to community service
   * At least one year of related experience working with/or on community service projects
   * 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:**
   * One or more years of experience working with related programs or activities
   * One or more years of related experience in a leadership and/or supervisory position
   * Demonstrated experience organizing and facilitating training workshops and public presentations
   * 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.*