****Q Program Director, Community Service Days**

Position Description

***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***

1. **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
2. **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 program directors
	* 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 *(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
1. **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. This may include acting as on-call support for events.

***Qualifications***

1. **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 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 the CSD program
	* One year of 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 Wordand 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

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