Elon Volunteers! Leadership Position Description
Director of Awareness Team

**Purpose:**
As Director of Awareness Team, your purpose is to develop and enhance your coordinators leadership skills and oversee the logistics of your coordinators programs. You will be responsible for organizing resources, sharing your passion, and raising community issue awareness in order to engage yourself and others in working for positive social change.

**Position Summary:**
The Director of the Awareness Team will oversee the coordination of multiple social awareness activities and events within Elon Volunteers! and for the entire Elon community. You will work closely with the Kernodle Center and Elon Volunteers! Student Intern and Assistant Director, along with other staff members in the Elon Volunteers! staff.

**Duties and Responsibilities:**
- Work with the Awareness Team coordinators in the development and implementation of their programs. Programs include Student Global Aids Campaign, ALERT, Alamance County Experience and Hunger and Homelessness Awareness Week.
- Facilitate bi-weekly meetings with coordinators.
- Work with the coordinators to develop in-class awareness presentations for their different programs.
- Assist the Interns in developing a deeper understanding of the complexity of social issues within the student staff.
- Assist with general office tasks (answering phones, helping people when they come into the office, keeping the office neat, etc.)
- Document all hours spent working with team and the hours spent by team members.
- Attend weekly meetings with the Intern, have bi-weekly meetings with coordinators, monthly meetings within entire Awareness Team and Intern. Attend staff retreats, staff development workshops and reflection activities.

**Time Commitment:**
As the Director of the Awareness Team, the time commitment would be approximately 8 hours a week. These hours include four scheduled office hours a week along with additional office hours needed to manage the team, staff meetings, staff retreats, development workshops, and reflection activities.

Further Questions can be directed to Mary Ellen Kramer, mkramer@elon.edu, or Kat Cochrane-Yamaguchi, kyamaguchi@elon.edu, or you can stop by the EV! Office, Moseley 230 or call x7250.