Elon Volunteers! Leadership Position Description
Program Director

Purpose:
As Director of Programs 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 works with an assigned group of coordinators. The director helps the coordinators manage various tasks for developing and running each part of their program through the year. As a director you will work alongside the student coordinators, the KC/EV! Intern, and the Kernodle Center professional staff. You serve as the liaison between the EV! Intern and coordinators. You will help with professional development of coordinator working with logistics and volunteers. This position requires 2-4 office hours a week and an overall time commitment of about 6-10 hours weekly.

Your main responsibilities will include acting as a liaison between EV! Intern & coordinators, promoting the professional development & leadership of the coordinators, supporting the coordinators in the execution of their programs, and ensuring the smooth transition & preservation of programs from one semester to the next.

Duties & Responsibilities:
Recruitment:
- Advertise for open positions within your area
- Review applications for said positions and conduct interviews for all interested applications for service programs.

Training:
- Attend and participate in required staff development workshops (one per semester)
- Attend EV! leadership retreats (one per semester)
- Ensure that your coordinators are also attending events and help in the development of their leadership skills.
  - Do this through meeting with the coordinators on a weekly basis

Administrative Tasks:
- Validation: validate coordinators hours and make sure they have completed their validations
- Create an end of the semester summary and report to help in the transition between semesters and directors.
  - With that, use and maintain a binder for proper documentation of your work.
- Establish and maintain regular contact with the coordinators.
  - Communicate expectations with and provide regular, on-going feedback to coordinators.
  - Encourage collaboration of coordinators in and outside of your area by keeping them informed on other workings in the Kernodle Center
- Help with general office tasks (answering phones, helping people when they come to the office, keeping the office neat, etc.)