Position Description: Director of Education Programs

Elon Volunteers! Mission
To provide all members of Elon University campus the opportunity to develop an ethic of service by connecting campus and community through service experiences.

Purpose of position
The Education Director develops and enhances coordinators’ leadership skills and oversees the logistics of several events and ongoing programs per semester. The Director works with coordinators to help direct volunteer recruitment and training. The Director also acts as a liaison between the Kernodle Center Staff and coordinators while serving as a content area resource for the rest of EV!. Directors support their coordinators by attending events and service projects in addition to facilitating development within each coordinator. The Director will also oversee the Education Council, including leading the monthly meetings designed to incorporate professional development and encourage collaboration. Education programs include ESL Tutoring, Burlington Housing Authority, Cummings High School, Immigrant and Refugee Outreach, and Positive Attitude Youth Center.

Essential Duties/Responsibilities
- Ensure coordinators are communicating with community partners through regular e-mail updates and meetings. Model effective and timely communication with all parties
- Conduct weekly/bi-weekly meetings with coordinators including planning agenda, discussing progress, planning for upcoming events, and developing leadership qualities regarding goal setting and accountability
- Encourage creative volunteer recruitment and retention
- Facilitate collaboration among various programs to help programs grow and expand volunteer interactions
- Assist coordinators as they manage relationships with community partners and ensure these relationships are sustainable
- Serve on EV! Executive Board which meets once a month and assists with various large scale projects like Elon 101 presentations, organization fair, and all EV! training and retreats

Qualifications
- Able to dedicate a minimum of 4 -5 hours a week for office hours, meetings, and trainings. Able to communicate effectively in a timely manner
- Comfortable leading a group of peers, speaking in public, communicating with community partners and professional staff, and promoting all events

For more information about this position contact elonvols@elon.edu
• Minimum 1 year of collegiate-level leadership experience
• Demonstrated time management, organization, and interpersonal skills
• Effective communication skills, both written and verbal
• Must be available for the following dates:
  o All EV! Trainings:
    ▪ February 10th, 2017, from 3-6pm

**Leadership Agreement**

I agree to fulfill the duties required of me as a leader within Elon Volunteers! to the best of my abilities. These duties are listed above. In the event that I neglect or am no longer able to fulfill my responsibilities, I understand that the Kernodle Center professional staff and EV! Executive Directors have the right to remove me from my position. Prior to removal, I understand that I will receive at least two written warnings and will have the opportunity to improve my performance.

By signing below, I agree to abide by all EV! policies and to maintain good disciplinary standing with Elon University for the duration of my leadership role.

Sign ____________________________ Date ____________