

Agape Center for Local & Global Engagement

POSITION: Service Trips Logistics Coordinator

PRIMARY DUTIES:

- a. Serve closely with the Service Trips GA to organize, plan, and prepare for service trips, specifically around the organization and travel of the group.
- b. Partner with the Service Trips GA to assist in ensuring that group trips are prepared for leaving. This can include trip binders, organizing training events, gathering supplies, etc.
- c. Oversee Service Trip budgets and work closely with Graduate Assistant, Coordinators, Agapé Treasurer and SGA to adequately fund the programs available through Service Trips.
- d. Gather information from each agency regarding the logistics of the trip.
- e. Based on the aforementioned Agency Form, develop "Information Packets," which include the agency's contact information, trip description, itinerary, directions, etc. for each service trip.
- f. Work with the Service Trips GA and Agapé Treasurer to develop a budget for each service trip and ensure timely payment to the agencies.
- g. Follow up after each trip, getting detailed feedback related to goals, content, and reflection. Compile evaluative comments from participants and leaders to add to agency files and give appropriate feedback to agencies for their development.
- h. Complete required reports for SGA and Agapé in a timely fashion.
- i. Oversee vehicle reservations, signing forms and working closely with the University receptionist to ensure that vehicles are reserved appropriately and in a timely fashion.
- j. Develop and maintain agency files, updating regularly.
- k. Meet bi-weekly with Service Trips Team.
- l. Participate in mandatory Agapé Center trainings and expected ELI Responsibilities (see Service Opportunity Leader job description).
- m. Fill out Educational Plans and Fact Sheets.
- n. Perform other duties as prescribed by Agapé Center supervisor.