Information and position descriptions

All Executive, Chair, and Dream B.I.G. positions (marked [ ] below and on the application) require interviews.

APPLICATION TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Mon, Feb 16</td>
<td>Applications open</td>
</tr>
<tr>
<td>Fri, Mar 6, 12:00 noon</td>
<td>Application deadline</td>
</tr>
<tr>
<td>Sun–Thu, Mar 8–12</td>
<td>Interviews</td>
</tr>
<tr>
<td>Mon, Mar 16</td>
<td>Offers extended</td>
</tr>
<tr>
<td>Wed, Mar 18</td>
<td>Deadline to accept an offer</td>
</tr>
<tr>
<td>Thu, Apr 2, 5–6 pm</td>
<td>Begin shadowing at weekly board meetings</td>
</tr>
<tr>
<td>Thu, Apr 30</td>
<td>New board installed</td>
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All duties begin the first week of classes in August.

FOR MORE INFORMATION

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<tr>
<td>Visit our office</td>
<td>ARKU A643 (above Au Bon Pain)</td>
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<tr>
<td>Email</td>
<td><a href="mailto:afoxford@uark.edu">afoxford@uark.edu</a></td>
</tr>
<tr>
<td>Phone</td>
<td>479–575–4791</td>
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REQUIREMENTS FOR ALL BOARD MEMBERS

Weekly meetings are mandatory for all board members. All members meet every Thursday evening from 5 to 6 pm, excluding holidays and finals week. Meeting activities consist of brainstorming, planning, coordinating, and troubleshooting for volunteerism events and activities.

Each committee will schedule an additional weekly committee meeting.

Attendance is required at all VAC meetings.

1. At least 24 hours’ notice is required before any absence.
2. Two unexcused absences in a semester will result in a consultation with the VAC President. An absence is unexcused if there has been no prior notification to the Advisor or the designated executive officer.
3. Three unexcused absences will result in a meeting with the Advisor and may result in removal from the board.
4. Each member is required to attend and participate in the major VAC events—including but not limited to Make a Difference Day and the spring event.

Service hours are mandatory for all members. We require 25 VAC hours and 5 outside volunteer hours per semester. Some positions require more than the minimum 25 hours (see the descriptions below).

EXECUTIVE OFFICERS

▲ President—Chief spokesperson of the VAC. Plans and facilitates weekly meetings and directly supports the Executive team. Serves as a primary contact and source of assistance to VAC members. Makes funding requests to the Program Allocations Board. Serves 80 hours per semester.

▲ Vice President of Operations—Fulfills the roles of secretary and RSO Treasurer. Develops and manages the VAC budgets and oversees Program Allocations Board funding requests. Prepares agendas, manages reservations, tracks attendance, and takes and distributes meeting minutes and other information. Serves 32 hours per semester.

▲ Vice President of Communications—Crafts and implements the VAC’s communication strategy for visibility and volunteer recruitment on campus and in the community. Develops press releases, promotional materials, and word-of-mouth marketing. Directly leads and supports a team of Communications Coordinators and develops individual and group roles according to strengths, interests, and the needs of the board. Serves 32 hours per semester.

▲ Vice President of External Relations—Manages all outreach and partnerships with outside entities, including presentations to University Perspectives classes and others. Also serves in a general support role for the VAC and the Executive team, including program planning and member development. Serves 32 hours per semester.

COMMUNICATIONS COMMITTEE

Communications Coordinator—Works with the VP of Communications to develop the VAC’s communication strategy and marketing materials. Will act in a consultant role to the board and one or more program committees.

FULL CIRCLE CAMPUS FOOD PANTRY

▲ Pantry Chair—Responsible for ensuring the efficient operation of the Pantry. Chairs the Pantry Committee whose members manage the pantry’s operations. Requires excellent organizational skills and deep dedication to the pantry’s mission. May also have the opportunity to further develop the pantry to serve the needs of the University.

Volunteer Coordinator—Recruits, schedules, and trains volunteers. Makes amendments to the schedule as necessary due to attendance. Maintains contact with extra hands volunteers. Plans volunteer appreciation.

Food Drive Coordinator—Organizes food drives, including the annual Food Fight in the spring. Assists in other areas of pantry operations as needed.

Data Coordinator—Manages client applications database and donation logs. Keeps request forms up to date. Submits monthly reports to the Northwest Arkansas Food Bank.
RAZORBACK FOOD RECOVERY

* RFR Chair—Guides the development of RFR as a model of campus food recovery. Primary contact with national organizations. Oversees and supports committee members in their roles.

Operations Coordinator (Vice Chair)—Maintains volunteer and donation databases and food recovery statistics. Inventories and purchases equipment and supplies, and maintains email. Assists in the duties of the Chair as needed.

Volunteer Coordinator (2)—Oversees dining hall or retail. Schedules and manages all volunteers and recovery leaders. Organizes food safety orientation and volunteer training, conducts volunteer assessment, and recruits new volunteers.

Community Partner Coordinator—Creates and maintains relationships with recipient agencies and remains a permanent point of contact. Manages food distribution and oversees food labeling and packaging according to agency needs. Follows up with agencies to track end-user statistics.

Campus Partner Coordinator—Schedules events and reservations and leads awareness events. Oversees advertising and event budgets. Facilitates partnerships with campus organizations and dining facilities.

DREAM B.I.G.

Dream B.I.G. is a mentoring program that has partnered with a school in the Arkansas Delta for the last 4 years.

In 2015, Student Coordinators will develop a relationship with another Arkansas school and transition the program, planning and leading the 2016 Spring Break Camp in Fayetteville.

Camp programming addresses self-esteem, goal-setting, teamwork, pursuit of higher education, and motivation to succeed and overcome challenges.

TIME COMMITMENT

1. Schedule 8 office hours a week in the fall and 11 hours a week in the spring (includes mentor training).

Full SC position descriptions are available on the board application page on service.uark.edu.

▲ SC for Logistics and Community Development—Organizes volunteers, reservations, transportation, and other resources for camp. Plans Legends Luncheon. Recruits mentors.

▲ SC for Mentor Training—Plans and facilitates a comprehensive training curriculum for mentors, covering community history and mentoring relationships. Books guest speakers. Directly leads a team of Assistant Coordinators.

▲ SC for Curriculum (2)—Researches, plans, and implements engaging and effective empowerment programs for participants and directly leads a team of Assistant Coordinators. Works with Mentor Training team to train and support Mentors in the curriculum.

VAC LITERACY PROGRAM

* Literacy Chair—The liaison between the Literacy Program and school principals. Leads committee meetings and oversees all committee members. Plans and leads volunteer orientations. Schedules 5 office hours per week.

Curriculum Coordinator—The liaison with COEHP. Leads volunteer training. Manages all books, resources, and donations. Oversees Make a Difference Day and MLK Day of Service projects. Schedules 2 office hours per week.

Volunteer Coordinator (5)—Assigned to one school in the program. Communicates with volunteers and volunteer leads and logs attendance. Distributes resources and manages volunteer appreciation. Reads in the program once a week. Schedules 2 office hours per week.

EVENTS COMMITTEE

* Events Chair—Oversees each member of the Events Committee. Leads planning for and execution of the Make a Difference Day Book Drive, MLK Day of Service, Hogs Care Week, and a spring service event.

Sponsorship Coordinator—Solicits necessary donations and sponsorships for each event, ensures donations are received, and respectfully manages donor relationships.

Logistics Coordinator—Plans and coordinates venues, supplies, equipment, transportation, and other resources needed for each event to be successful.

Partnership Coordinator—Coordinates mutually beneficial partnerships with campus organizations, local agencies, and other partners, according to the needs of each event.

Volunteer Recruiter—Plans volunteer needs and creatively recruits student and community volunteers for each event.

Volunteer Coordinator—Trains, educates, and organizes volunteers for each event and actively manages volunteer needs on the day of the event.
Position descriptions for Dream B.I.G. Student Coordinators

This is supplement to the VAC Board Member Application, with full descriptions for 2015-2016 Dream B.I.G. Student Coordinator positions.

Please see the application on service.uark.edu for—
- Instructions, questions, and application form
- General information for all board members
- Descriptions of other board positions

Please apply for as many or as few board positions as you like. If you apply to any Dream B.I.G. position, be sure to answer all application questions 1–7. All SC positions also require interviews. (See the application for details.)

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INFORMATION FOR ALL DREAM B.I.G. SC POSITIONS

TIME COMMITMENT FOR ALL SC POSITIONS

1. Schedule 8 office hours a week in the fall and 11 hours a week in the spring (includes mentor training).

QUALIFICATIONS FOR ALL SC POSITIONS

- Be enrolled as a full time student (undergraduate/law— at least 12 hours. Graduate—at least 6 hours.)
- Maintain a cumulative GPA no lower than 2.25.
- Remain in good academic and disciplinary standing with the University.
- Demonstrate skills, knowledge, and experience with event planning and building mentoring relationships.
- Strong creative, strategic, organizational, oral, and written communications skills.
- Ability to manage multiple projects at a time and delegate tasks.
- Ability to be flexible and work well in groups and collaborations.

STUDENT COORDINATOR FOR CAMP CURRICULUM DEVELOPMENT (2)

This position is responsible for the planning, development, and implementation of the Dream B.I.G. 2015-2016 camp curriculum for younger participants. This position is a part of the Dream B.I.G. Committee and reports directly to the Dream B.I.G. intern and advisor.

RESPONSIBILITIES

- Work in collaboration with fellow Student Coordinator for Curriculum to plan and execute empowerment programs for girls that address topics such as building self-esteem, goal-setting, unity amongst girls, pursuit of higher education, sexual education, and the involvement of girls in science.
- Provide direct leadership and support to the Curriculum Development Assistant Coordinator Team.
- Research and create curriculum activities that are relevant, enjoyable, and age-appropriate.
- Work in collaboration with the Mentor Training team to effectively train Dream B.I.G. Mentors on understanding and execution of the curriculum with their mentees.

EXPECTATIONS

- Positively represent the Volunteer Action Center and the Center for Community Engagement during the duration of appointment and adhere to all rules and regulations set by the Center for Community Engagement staff.
- Maintain a culture of inclusiveness within the Dream B.I.G. program.
- Uphold the mission of Dream B.I.G. and serve as a role model to peers and program participants.
- Demonstrate a positive attitude at all times, participate in all program activities that fall within job description and other duties as assigned.
STUDENT COORDINATOR FOR CAMP LOGISTICS & COMMUNITY DEVELOPMENT

This position is responsible for the planning and organization of people, equipment, supplies, and reservation details of the Dream B.I.G. spring break camp. This position will also assist with coordinating community visits and developing a relationship with the new Dream B.I.G. partner school. This position is a part of the Dream B.I.G. Committee and reports directly to the Dream B.I.G. intern and advisor.

RESPONSIBILITIES

• Plan and execute logistics for spring break camp and all its participants—including scheduling reservations, scheduling guests, arranging meals, creating lodging assignments, directing transportation to and from event locations, and assigning mentor groups.

• Oversee purchasing and maintain accurate inventory of all Dream B.I.G. supplies. Coordinate all donations.

• Effectively communicate logistical information to all participants including, but not limited to, weekly updates, meetings, packing lists, and travel schedules.

• Identify and create partnerships with educators and partners in the new school district.

• Plan and execute the Dream B.I.G. Legends Luncheon and Campus Day events in collaboration with the Student Coordinators for Camp Curriculum Development.

• Run information sessions for Mentor recruitment (acquire all proper equipment, develop necessary presentations, make reservations, etc.).

• Keep up with all major social media accounts (Twitter, Facebook, Instagram) and update frequently.

• Create all flyers and posters for recruitment.

• Attend the VAC Board weekly meetings and any other public relations aspect of the VAC.

EXPECTATIONS

• Positively represent the Volunteer Action Center and the Center for Community Engagement during the duration of appointment and adhere to all rules and regulations set by the Center for Community Engagement staff.

• Maintain a culture of inclusiveness in the Dream B.I.G.

• Uphold the mission of Dream B.I.G. and serve as a role model to peers and program participants.

• Demonstrate a positive attitude at all times, participate in all program activities that fall within job description and other duties as assigned.

STUDENT COORDINATOR FOR MENTOR TRAINING & PROGRAM ASSESSMENT

This position is responsible for the planning, development, and implementation of all Dream B.I.G. 2015 mentor training sessions. This position is a part of the Dream B.I.G. Committee and reports directly to the Dream B.I.G. intern and advisor.

RESPONSIBILITIES

• Work in collaboration with the Student Coordinators for Curriculum Development to plan and execute a comprehensive training curriculum for Dream B.I.G. Mentors that prepare them for the spring break camp. Topics include, but are not limited to—

1. Teambuilding.

2. History of the community and Dream B.I.G.

3. Establishing meaningful mentoring relationships with youth.

4. Identifying and creating solutions to community needs.

5. Spring break camp curriculum facilitation.

• Provide direct leadership and support to the Mentor Training Assistant Coordinator Team.

• Schedule guest speakers to present expert information at training sessions.

• Evaluate the effectiveness of Mentor Training post-camp.

EXPECTATIONS

• Positively represent the Volunteer Action Center and the Center for Community Engagement during the duration of appointment and adhere to all rules and regulations set by the Center for Community Engagement staff.

• Maintain a culture of inclusiveness within the Dream B.I.G. program.

• Uphold the mission of Dream B.I.G. and serve as a role model to peers and program participants.

• Demonstrate a positive attitude at all times, participate in all program activities that fall within job description and other duties as assigned.