



Date Received: _____

Coordinator: _____

Notes: _____

New Program Director Application

Name: _____

Student ID Number: _____

Phone Number: _____

Email address: _____

Expected Graduation Date (Month/Year): _____

You plan to be in Provo and available to serve during (mark all that apply):

Office Use:

- ☐ HC
- ☐ GPA
- ☐ Interview
- ☐ CL
- ☐ WE
- ☐ OA

Spring

Summer

Fall

Winter

Do you have a car (mark one)?

Yes

No

Program you would like to direct:

1st choice: _____

2nd choice: _____

3rd choice: _____

In the event that you are not chosen for a program director position, would you like to be considered for a position on a program committee or council?

Yes

No

I authorize the verification of my academic and Honor Code status for the purpose of completing the Center for Service and Learning volunteer application.

Signature: _____ Date: _____



Qualifications and Description of the Program Director Position

POSITION DESCRIPTION

1. Purpose of a Program Director – The PD's overarching responsibility is to help fulfill the mission of the Center for service and learning which is to "provide every student with a meaningful service opportunity. We seek to instill in the heart and mind a desire to give lifelong service." Program Directors oversee recruitment, retention, and reflection with volunteers. They also coordinate service with community partners and ensure that their program runs smoothly.

QUALIFICATIONS -- Please mark all that apply

- ☐ Will you be enrolled as a full-time student during the time you are planning on being a Program Director
- ☐ Are you willing to commit to uphold the University's Honor Code and Dress and Grooming Standards?
- ☐ Do you have at least a 2.5 cumulative GPA *and* are you willing to maintain it?
- ☐ (Optional) Are you planning to take the "Learning through Service" Class (StDev 290)?

RESPONSIBILITIES –

<u>WEEKLY</u>	<u>MONTHLY</u>	<u>SEMESTERLY</u>
<ul style="list-style-type: none">- 4-6 hrs. total time commitment- 1 office hour in Y-serve office (outside of meetings)- Attend program meeting- Respond promptly to all communications within 48 hrs.	<ul style="list-style-type: none">- Stewardship with Executive Director- Report statistics- Update History	<ul style="list-style-type: none">- Hold Program Reflection Meeting- Attend Y-Serve Retreat/Summit- Meet with Community Service Provider- Review/Propose Budget- Create/Review Implementation Plan

As a program director, I agree to attend the events and fulfill the responsibilities listed above. I also declare that I meet the above qualifications.

Signature: _____

Date: _____

Office Use

☐ Reviewed with PD by Executive Director



Please Answer the Following Questions

1. Why are you applying to be a Program Director?
2. Why are you interested in the programs you indicated?
3. As a program director, how do you plan to lead the volunteers you work with?
4. Describe your past service experience and motivations for volunteering.
5. What is your personal philosophy for motivating others?



6. Discuss a challenge from your leadership experience and the steps you took to resolve that challenge

7. Y-Serve Mission Statement: "Our mission is to provide every student with a meaningful service opportunity. We seek to instill in the heart and mind a desire to give lifelong service."

As a Program Director, how will you fulfill the mission statement of Y-Serve?



Student Copy – Please detach and keep for your reference

Qualifications and Description of the Program Director Position

POSITION DESCRIPTION

2. Purpose of a Program Director – The PD’s overarching responsibility is to help fulfill the mission of the Center for service and learning which is to “provide every student with a meaningful service opportunity. We seek to instill in the heart and mind a desire to give lifelong service.” Program Directors oversee recruitment, retention, and reflection with volunteers. They also coordinate service with community partners and ensure that their program runs smoothly.

QUALIFICATIONS

- ☐ Will you be enrolled as a full-time student during the time you are planning on being a Program Director
- ☐ Are you willing to commit to uphold the University’s Honor Code and Dress and Grooming Standards?
- ☐ Do you have at least a 2.5 cumulative GPA *and* are you willing to maintain it?
- ☐ (Optional) Are you planning to take the “Learning through Service” Class (StDev 290)?

RESPONSIBILITIES –

<u>WEEKLY</u>	<u>MONTHLY</u>	<u>SEMESTERLY</u>
<ul style="list-style-type: none">- 4-6 hrs. total time commitment- 1 office hour in Y-serve office (outside of meetings)- Attend program meeting- Respond promptly to all communications within 48 hrs.	<ul style="list-style-type: none">- Stewardship with Executive Director- Report statistics- Update History	<ul style="list-style-type: none">- Hold Program Reflection Meeting- Attend Y-Serve Retreat/Summit- Meet with Community Service Provider- Review/Propose Budget- Create/Review Implementation Plan