

Urban Outreach Student Director Job Description

Reports to:

Urban Outreach Coordinator

Purpose:

To provide oversight for existing Urban Outreach programs, new initiatives, and one time events.

Responsibilities:

- Facilitate UO leadership meetings
- Challenge, guide, and manage Program Coordinators
- Develop and nurture relationships within UO and NPU community
- Represent UO on SA President's Cabinet
- Help develop a master UO calendar of events and activities
- Supervise student team leaders
- Visit various sites as time and schedule permit
- Ensure record keeping, reporting and program evaluation.
- Help staff coordinator with new site induction
- Provide support and accountability for PC
 - Meet periodically with PCs
 - Make sure they are meeting regularly with site leaders
 - Make sure time sheet are being turned in
- Served as a resource for PC