



Date Received: _____

Coordinator: _____

Notes:

New Executive 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 (check all that apply):
(Fall and Winter semesters are required for Executive Directors)

- Spring**
 Summer
 Fall
 Winter

Do you have a car (check 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 executive director position, would you like to be considered for a position as a program director or 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: _____

Office Use:

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



Qualifications and Description of the Executive Director Position

POSITION DESCRIPTION

Executive Directors are ultimately responsible for all operations and outcomes of their programs. In coordination with Program Directors, EDs fulfill all administrative duties and ensure that each volunteer and those being served are having a meaningful experience. The executive director oversees all meetings and events within the program, while giving PDs and volunteers opportunities for leadership and growth.

QUALIFICATIONS -- Please mark all that apply

- Will you be enrolled as a full-time student during the time you are planning on being an Executive 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?
- Have you previously served in the capacity of Program Director?
- (Optional) Are you planning to take the "Learning through Service" Class (StDev 290)?
- Will you be available to serve in this capacity for Fall and Winter semesters?

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) - Program Meeting - Accountability Report - Respond promptly to all communications within 48 hrs. 	<ul style="list-style-type: none"> - Stewardship with Service Council Member - Stewardships with each Program 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 an Executive Director, I agree to attend the events and fulfill the responsibilities listed above. I also declare that I meet the above qualifications.

Signature: _____

Office Use
 Reviewed with ED by S.C. Member



Student Copy – Please detach and keep for your reference

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