

Assault Prevention Shuttle (APS)

Co-Director: Scheduling

Mission Statement:

The mission of the Assault Prevention Shuttle (APS) is to provide a free and reliable assault prevention shuttle service to individuals who would otherwise walk alone at night risking assault. APS sees itself as an integral part of the network of transportation organizations on the University of Oregon campus. APS, however, is only one of many services that, together, ensure students can safely travel on and around campus. We are aimed towards providing a safer environment by increasing public awareness of APS services and the dangers of public assault it seeks to prevent through implementing peer education programs for students, faculty and staff members. We affirm that APS does not discriminate on the basis of gender, religion, race, age, sexual orientation, marital status, disability, political view, national origin or any other extraneous consideration when considering applicants for a paid position. We abide by all University of Oregon and Oregon State System of Higher Education regulations governing student groups. APS operates within state and federal guidelines, to the best of our knowledge, established for fee-funded groups and uses incidental fees only for permissible purposes in compliance with the 1985 Oregon Attorney General's opinion. (44 Op. Attorney General 448 (1985)).

Duties and Responsibilities:

- Schedule all dispatching shifts
- Schedule All Staff Meetings and Educational Meetings
- Be able to explain policies and procedures, etc. to problem riders and drivers
- Coordinate all staff and dispatchers. Make sure coordinators are being responsible for jobs and dispatchers are scheduled, as well as provide support for staff members
- Ensure smooth operation of program, including organizing general maintenance of vehicles, day-to-day duties, and staff and volunteer cohesiveness.
- Making sure that all ASUO rules and regulations are observed
- Represent APS to public and other University programs and departments, including the Emerald, OPS, DDS, ASUO, and the Programs Council
- Approve exception riders
- Working with and/or supporting the staff in other projects as they arise
- Assist in miscellaneous office management and staff duties, including gassing vans once per week
- Attending weekly core staff meetings as well as monthly all staff meetings, which count as office hours
- Maintaining a valid driver's license with a fairly clean driving record

Requirements/Qualifications:

The Co-Director position requires good leadership, communication and organizational skills, as well as a strong commitment to the ideals of APS, creating a safe campus for everyone free of assault. The Co-Director will need to be available at various times, self motivated, and able to work in both one-on-one and group settings. Good phone skills and lots of patience are necessary.

Salary and Hours

This is a 9-month paid position with one opening each year. The Co-Director must be at least a part-time student, taking a minimum of 8 credits per term. 5 office hours per week are required for the stipend of \$150 per month, but often 15+ hours or more are necessary for completion of tasks. The Co-Director office hours must be done between Monday and Friday from 8am to 5pm, with the exception of evening programs.

Reports to:

ASUO Executives

Selection Process:

Interview by hiring board

Assault Prevention Shuttle (APS)

Co-Director: Finance

Mission Statement:

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Duties and Responsibilities:

- Write next year's budget and defend it to the Programs Finance Committee
- Monitor current budget
- Coordinate all staff and dispatchers. Make sure coordinators are being responsible for jobs and dispatchers are scheduled, as well as provide support for staff members
- Ensure smooth operation of program, including organizing general maintenance of vehicles, day-to-day duties, and staff and volunteer cohesiveness
- Responsibility for payroll and timesheets; signed off and turned in on time
- Be able to explain policies and procedures, etc. to problem riders and drivers
- Making sure that all ASUO rules and regulations are observed
- Represent APS to public and other University programs and departments, including the Emerald, OPS, DDS, ASUO, and the Programs Council
- Approve exception riders
- Working with and/or supporting the staff in other projects as they arise
- Assist in miscellaneous office management and staff duties, including gassing vans once per week
- Attending weekly core staff meetings as well as monthly all staff meetings, which count as office hours
- Maintaining a valid driver's license with a fairly clean driving record

Requirements/Qualifications:

The Co-Director position requires good leadership, communication and organizational skills, as well as a strong commitment to the ideals of APS, creating a safe campus for everyone free of assault. The Co-Director will need to be available at various times, self motivated, and able to work in both one-on-one and group settings. Good phone skills and lots of patience are necessary.

Salary and Hours

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Reports to:

ASUO Executives

Selection Process:

Interview by hiring board

Assault Prevention Shuttle (APS)

Volunteer Coordinator

Mission Statement:

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Duties and Responsibilities:

- Recruiting, training, certifying, retaining, and scheduling 50-100 volunteers each term
- Creating and updating schedules, volunteer lists, manuals, volunteer contracts, filling out the schedule book, etc.
- Working with the Department of Public Safety, Environmental Health and Safety, and ASUO for licensing and training volunteers
- Making sure that all ASUO policies regarding driver certification are followed
- Ensuring that there are no empty shifts (preferably two drivers per working van), which requires heavy calling in order to ensure that there are drivers for regular shifts and weekends, while enforcing guidelines for driver shifts. If unable to fill the shift, it is the responsibility of the volunteer coordinator to find an alternate(s)
- Meeting with faculty advisors to arrange credit for volunteers through the Women and Gender Studies department
- Assist in miscellaneous office management and staff duties, including gassing vans once per week
- Attending weekly staff meetings as well as monthly all staff meetings, which count as office hours
- Maintaining a valid driver's license with a fairly clean driving record
- Plan something for volunteer appreciation at least once a term

Requirements/Qualifications:

The Volunteer Coordinator requires good leadership, communication and organizational skills, as well as a strong commitment to the ideals of APS, creating a safe campus for everyone free of assault. The Volunteer Coordinator will need to be available at various times, self motivated, and able to work in both one-on-one and group settings. Good phone skills and lots of patience are necessary.

Salary and Hours

This is a 9-month paid position with two openings each year. The Volunteer Coordinator must be at least a part-time student, taking a minimum of 8 credits per term. 5 office hours per week are required for the stipend of \$125 per month, but often 10-15 hours or more are necessary for completion of tasks. The Volunteer Coordinator office hours must be done between Monday and Friday from 8am to 5pm, with the exception of evening van trainings.

Reports to:

APS Co-Directors

Selection Process:

Interview by hiring board

Assault Prevention Shuttle (APS)

Education Coordinator

Mission Statement:

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Duties and Responsibilities:

- Act as APS's spokesperson on violence and safety issues
- Collaborate with Co-Directors and staff on outreach to other campus groups and APS on various committees, such as the monthly Alliance for Sexual Assault Prevention (ASAP), Take Back the Night planning, the Women's Center and working in accordance with the Office of Student Life
- The Education Coordinator works to advertise the educational events he/she implements each term
- Create, update, maintain, and distribute educational materials such as flyers and pamphlets.
- Develop and implement at least one (1) workshop or educational programming per term for APS staff, dispatchers, volunteers, and the greater campus community
- Send a weekly email list-serve to APS staff, dispatchers, and volunteers keeping them informed of news and information concerning APS, campus activities, as well as current sexual violence and safety issues/information
- Assist in miscellaneous office management and staff duties, including gassing vans once per week
- Maintaining a valid driver's license with a fairly clean driving record

Requirements/Qualifications:

The Education Coordinator is responsible for education APS staff, dispatchers, and volunteers relating to issues surrounding assault. The Education Coordinator also acts as a resource/advocate concerning violence and APS's services for the greater campus community. The Education Coordinator position requires good communication and organizational skills, as well as a strong commitment to the ideals of APS, creating a safe campus for everyone free of assault. The Education Coordinator will need to be available at various times, self motivated, and able to work in both one-on-one and group settings. Good public speaking skills are a must.

Salary and Hours

This is a 9-month paid position with two openings each year. The Education Coordinator must be at least a part-time student, taking a minimum of 8 credits per term. 5 office hours per week are required for the stipend of \$125 per month, but often 10 hours or more are necessary for completion of tasks. The Education Coordinator office hours must be done between Monday and Friday from 8am to 5pm, with the exception of evening van trainings.

Reports to:

APS Co-Directors

Selection Process:

Interview by hiring board

Assault Prevention Shuttle (APS)

Dispatcher

Mission Statement:

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Duties and Responsibilities:

- Dispatchers are responsible for overseeing the nightly dispatch of up to four APS vehicles at a time
- This includes maintaining an on-going schedule for each vehicle while coordinating rides, answering incoming calls during operating hours, assisting drivers through radio communication, and ensuring each driver arrives at scheduled pick-ups in a timely fashion
- Confirming drivers for the following night
- Standing in for drivers who fail to come in for their shifts
- Tallying rides and other important information
- Handling any emergency that may arise
- Attending monthly staff meetings, which are paid
- Working with and/or supporting the staff in other projects as they arise
- Maintaining a valid drivers license with a fairly clean driving record

Requirements/Qualifications:

This is a high stress, decision-oriented position. Exceptional communication and organizational skills are required, as well as working knowledge of the organization's services and a strong commitment to the ideals of APS, creating a safe campus for everyone. Dispatchers will need to be available at various times, self motivated, and able to work in both one-on-one and group settings. Good phone skills and lots of patience are necessary.

Salary and Hours

This is a 9-12 month (negotiable) paid position with approximately eight openings each year. The Dispatcher position must be at least a part time student, taking a minimum of 8 credits per term. 7-15.5 hrs/week. Minimum wage.

Reports to:

APS Co-Directors

Selection Process:

Interview by hiring board