

CORNELL COLLEGE JOB DESCRIPTION

JOB TITLE: Volunteer Coordinator
DEPARTMENT: Student Life
REPORTS TO: Civic Engagement Coordinator
WAGE: \$7.25 per hour

OFFICE: Civic Engagement
DIVISION: Student Affairs
TERM: Academic year

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Coordinate the Service Clearinghouse Program
 - a. Take volunteer requests, contact and identify volunteers, remind those volunteers, and follow up with agencies and volunteers after the project
 - b. Serve as the primary service liaison to the Greek community, the Living and Learning groups, Connect Floor, and other on-campus groups seeking service opportunities
2. Assist the Civic Engagement Coordinator in establishing and maintaining effective community partners
3. Attend bi-weekly staff meetings
4. Meet with the Coordinator of Civic Engagement one-on-one 1-2 times each block
5. Assist in the marketing and promotion of the Office of Civic Engagement
6. Coordinate activities with other members of the staff and work as a team to achieve the goals of the Office of Civic Engagement
7. Assist with other projects and duties as assigned

REQUIREMENTS:

Interest in service and in coordination of service programs; positive attitude; willingness to be flexible and to adapt to change quickly; strong written and oral communication skills; basic computer skills

EXPECTATIONS:

You will have a \$600/year college work-study award with the Office of Civic Engagement. This position requires a federal work study award. This will allow for 2-3 work hours each week of the block. The Coordinator is encouraged to check in at the office regularly and is expected to work at least 2 hours in the office each week during the first three weeks of the block. A professional attitude, appearance and demeanor must be maintained when in the office. Confidentiality is expected in all matters containing sensitive information.

Beyond the specifically detailed description of duties, the coordinator is asked to work on basic office tasks, including running errands, copying, typing, and cleaning areas.