

Job Title Volunteer Coordinator

Office/Department Civic Engagement Office

Location/Building Thomas Commons, 213

Supervisor Coordinator of Civic Engagement

Rate of Pay if not Minimum Wage Minimum Wage

Position Summary

The Volunteer Coordinator has a large role in maintaining quality volunteer experiences for Cornell students and for providing resources and assistance to campus and community organizations. Your role largely involves serving as a liaison between campus and community for civic engagement opportunities.

Principal Duties and Responsibilities

1. Develop resources, programs, and opportunities for the campus community
2. Coordinate the Service Clearinghouse
 - 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 and the Living and Learning Community groups
 - c. Assist the Coordinator of Civic Engagement and AmeriCorps member in tracking and reporting service hours on campus
3. Coordinate the Angel Tree program
4. Attend bi-weekly staff meetings
5. Meet with the Director of Civic Engagement one-on-one 1-2 times each block
6. Assist in the marketing and promotion of the Civic Engagement Office
7. Coordinate activities with other members of the staff and work as a team to achieve the goals of the Civic Engagement Office
8. Assist with other projects and duties as assigned

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|-----------------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Phone Coverage | <input checked="" type="checkbox"/> Photocopying |
| <input checked="" type="checkbox"/> Data Entry | <input type="checkbox"/> Cataloging |
| <input type="checkbox"/> Research Assistant | <input type="checkbox"/> Operate Switchboard |
| <input type="checkbox"/> Tutoring | <input checked="" type="checkbox"/> Scheduling |
| <input type="checkbox"/> Athletic Training | <input type="checkbox"/> Telemarketing |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Supervisory Responsibilities |
| <input type="checkbox"/> Receptions/Registrations | <input checked="" type="checkbox"/> Microsoft Word |
| <input checked="" type="checkbox"/> Customer Service/Public Relations | <input type="checkbox"/> Microsoft Access |
| <input checked="" type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Installing Hardware |
| <input checked="" type="checkbox"/> Microsoft PowerPoint | <input checked="" type="checkbox"/> Internet Searches |
| <input type="checkbox"/> Dreamweaver | <input type="checkbox"/> Graphic Arts |
| <input type="checkbox"/> Troubleshooting PCs | <input type="checkbox"/> Sports Statistician |
| <input type="checkbox"/> Sports Information | <input type="checkbox"/> Shelving Books |
| <input type="checkbox"/> Audiovisual Skills | <input type="checkbox"/> Interlibrary Loan |
| <input type="checkbox"/> Library Circulation Desk | <input type="checkbox"/> Food Preparation |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Cash Register Skills |

Additional Job Qualifications

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; ability to manage multiple tasks at one time; basic computer skills

Expectations

You will have a \$1000/year college work-study award with the Civic Engagement Office. This position requires a federal work study award. This will allow for 5-6 work hours each week for the first three weeks of the block. The Coordinator is encouraged to check in at the office regularly and is expected to work at least three 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.

Working Conditions

Office Environment