

**SHOVAL CENTER
FOR COMMUNITY ENGAGEMENT AND LEARNING**

**Job Description
10 month Part-Time Position**

Position: Assistant SERVE & Community Outreach Programs Coordinator

Department: Shoval Center/Campus Ministry

Classification Part-time, non-exempt (20 hours/wk.)

Reports to: Director of Shoval Center for Community Engagement and Learning

Job Overview: The Assistant SERVE & Community Outreach Programs Coordinator collaborates with the Shoval Center staff to develop the SERVE Program and service opportunities for students throughout the school year.

Essential Functions:

1. Assist the Shoval staff to coordinate SERVE alternative break trips from initial site identification to post-project follow through.
 - a. Assist in selection, publicity and student applications for sites
 - b. Help arrange service placements, travel, lodging and meals
 - c. Coordinate pre-trip orientation sessions and follow-up reflections
2. Help the office coordinate CitySERVE orientation service project in August of each year.
3. Assist the Shoval staff to develop and implement volunteer opportunities for students.
 - a. Facilitate service opportunities for student clubs, organizations, and Residence Life
 - b. Help coordinate existing campus-wide service opportunities
 - c. Promote and facilitate individual student volunteering
 - d. Respond to and publicize community requests for volunteers
 - e. When possible, drive students needing transportation to and from service and work-study sites
4. Leadership/Development
 - a. Identify and work with students to be given greater leadership responsibility in SERVE activities
 - b. Mentor students to recruit other student volunteers for local nonprofits
5. Serve as a resource for post-graduate volunteer information.
6. Assist in social media for the Shoval Center and prepare the weekly "Snapchat" e-newsletter.

7. Assist in Sherrer House Events including the Volunteer Fair (September) and hospitality events including Midnight Hot Dogs and Hot Cocoa.
8. Assist other Shoal Center staff as needed.

Non-Essential Functions: Perform other duties as assigned.

REQUIRED SKILLS, EXPERIENCE AND TRAINING:

1. Bachelors Degree.
2. Minimum 2 years background in a higher education, nonprofit, or social/community service setting; student development and/or volunteer program experience preferred.
3. Demonstrated ability to collaborate within an academic setting.
4. Excellent communications and public relations skills.
5. Drivers License.

WORKING CONDITIONS: Typical office working conditions. Some evening and weekends required.

Internal applicants please submit your cover letter and resume within 5 days 12/6/21