Student Involvement Content Area:  Women’s Center/Gender Related Programs
Job Title:  WC Volunteer Coordinator
Hours Per Week:  12 to 15
Position Reports to:  Jan Deeds, Ph.D.
Work Location:  340 Nebraska Union
Hourly Wage:  $9.00

Basic Function:
The Volunteer Coordinator coordinates recruitment, training and retention of volunteers for Women’s Center programs and services.

Student Involvement Responsibilities  10%
1. Participate as an active staff member in all Student Involvement training, orientation, and staff development meetings, programs and committees.
2. Assist in the development of collaborative projects across other SI content areas whenever possible.
3. Assist in the development of collaborative projects with other campus offices/ departments/divisions as opportunities arise to help achieve the goals and mission of Student Involvement.
4. Assist students and other customers of Student Involvement as needed.

Content Area Responsibilities  90%
1. Organize and coordinate recruitment, training and retention of Women’s Center volunteers.
2. Assist other Women’s Center staff in identifying tasks appropriate to delegate to volunteers and matching volunteer interests to specific projects.
3. Maintain records of volunteer service hours and activities.
4. In conjunction with the Associate Director, plan and implement training for Women’s Center volunteers.
5. Attend Women’s Center staff meetings, and utilize information sharing/communication methods effectively including Blackboard and voicemail.
6. Maintain and update Women’s Center social media, including Facebook and Twitter accounts.
7. Assist with other programs and activities as assigned by Associate Director of Student Involvement.

Special Qualifications:
1. Experience working with volunteers.
2. Good record keeping and organizing skills.
3. Strong communication skills.

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