2019 – 2020 Volunteer Coordinator Position Description
Health Education and Promotion
Student Health and Counseling Services

Health Education and Promotion (HEP) is currently recruiting a Volunteer Coordinator for the 2019 – 2020 academic year. This is a paid position ($12.25 per hour) and is a three-quarter commitment. The Volunteer Coordinator works 8 – 12 hours per week (average 10) when school is in session. The Volunteer Coordinator will manage student volunteers responsible for completing tasks related to four topic areas:

- Alcohol, Tobacco and Other Drugs
- Physical Well-Being (emphasis in nutrition, physical activity, and bike helmets)
- Sexual Well-Being
- Mental Well-Being

Position Duties:

The Volunteer Coordinator will be responsible for supervising 20-25 student volunteers for Health Education and Promotion (HEP). The volunteers provide assistance to HEP staff and Student Coordinators to help fulfill HEP’s mission: to leverage a dynamic public health approach to foster and build environments, institutional practices and a campus culture that promote student success and lifelong well-being.

The Volunteer Coordinator will

- Communicate with career staff and Student Coordinators to identify volunteer tasks
- Attend weekly staff meetings (1 hour per week)
- Facilitate weekly volunteer meetings (1 hour per week)
- Create task schedule
- Ensure completion of volunteer tasks
- Conduct volunteer evaluations quarterly
- Assist with other duties as assigned

We are seeking students with the following skills, knowledge and abilities:

Required

- Satisfactory academic standing
- Strong project management skills
- Strong organization skills, with attention to detail
- Strong oral and written communication skills
- Demonstrated working knowledge of Microsoft Office
- Ability to work autonomously and as part of a team

Preferred

- Background and/or experience in the content area(s) for which you are applying
- Students who have demonstrated experience in campus involvement
- Public speaking experience
- Group facilitation skills

Medical Clearance Requirement - Since this position is located at a health facility, all employees are required to participate in preventive medical and monitoring programs, which include a physical exam, hearing test, blood test and TB screening and may also include immunizations. These screenings are provided to meet Federal, State and University requirements.