2016 – 2017 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 2016 – 2017 academic year. This is a paid position ($10.75 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 Drug Issues
- Wellness, emphasis in nutrition and physical activity
- Sexual Health
- Stress, Sleep and Mental Wellness

Position Duties:

The Volunteer Coordinator will be responsible for coordinating student volunteers assisting with efforts that address alcohol, tobacco and other drug issues, sexual health and sleep and wellness issues. The Volunteer Coordinator will be responsible for supervising approximately 20 peer health education volunteers. The volunteers provide assistance on a variety of health topics that affect college students and help to change the campus environment to promote health and wellness. The Volunteer Coordinator will communicate with Health Educators and Student Assistants to identify tasks for the volunteers, attend weekly staff meetings (1 hour per week), facilitate weekly volunteer meetings (1 hour per week), distribute tasks among volunteer team members, create a schedule of tasks and provide supervision and evaluation to ensure completion.

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

Required

- Strong management skills
- Organized and detail-oriented
- Ability to meet deadlines
- Strong interpersonal communication skills to work and communicate effectively with a diverse group of student volunteers and professional staff
- Ability to foster and maintain positive working relationships with HEP career staff, other student staff, volunteers and campus partners
- Ability to thoughtfully receive supervision and feedback
- Ability to assist in the implementation of project tasks
- Strong writing skills
- Demonstrated experience with Microsoft Office applications
- Satisfactory academic standing
- Ability to work autonomously and as part of a team
- Ability to manage projects in a timely fashion

Preferred

- Students with job or volunteer experience in coordination of volunteers
- Students who have participated in other campus organizations (e.g., sororities and fraternities, ASUCD, California Aggie, Campus Recreation and Unions)
- Upper-division status
- Interest in and willingness to learn about alcohol, tobacco and other drug issues, sexual health and wellness related issues
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.