

## **NDSU Volunteer Network**

### **Volunteer Coordinator Job Description**

The NDSU Volunteer Network (VN) helps NDSU students find service opportunities in the Fargo-Moorhead area and surrounding communities. Volunteer coordinators work closely with nonprofit agencies to identify individual and group service opportunities that not only meet the needs of the community, but match student interests and skills. The VN also coordinates special programs and events throughout the school year to address community needs and engage NDSU students in service.

#### **NDSU Volunteer Coordinator Responsibilities**

1. Plan, coordinate, and implement service-related events and drives throughout the academic year.
  - a. Network with nonprofits to find service opportunities for students on service days (i.e. MLK Service Day, Serve with the Herd)
  - b. Recruit student volunteers
  - c. Continually brainstorm and create innovative programming designed to address ongoing community needs
  - d. Assess and evaluate current programming and adjust to ensure intended outcomes are being met
2. Connect NDSU students to service opportunities
  - a. Answer Volunteer Intake Forms in a timely manner
  - b. Match individual NDSU students and/or student groups to volunteer opportunities based on student schedules, interests, and community needs
3. Meet volunteer needs of community partners
  - a. Promote Volunteer Request form to community partners
  - b. Respond to volunteer requests in a timely fashion
  - c. Send weekly ListServ of upcoming volunteer opportunities and promote on Facebook
4. Volunteer tracking through the Bison Service Challenge (BSC)
  - a. Communicate regularly with BSC liaisons to encourage participation
  - b. Log service hours in database
  - c. Organize, promote, and select BSC awards

#### **Time Commitment and Starting Pay:**

Volunteer Coordinators are expected to work 8-10 hours a week during the school year (including one hour for a weekly staff meeting). Additional hours may increase during busy points of the year. Coordinators are expected to support all Volunteer Network events. Hours are scheduled Monday-Friday between 8:00-5:00pm. Some evenings and weekend work is required. Starting pay for Volunteer Coordinators is \$8.25 with the potential for an annual raise.

#### **Ideal Qualifications:**

- Public speaking
- Event planning
- Passion for service/volunteerism
- Microsoft Office (Excel, PowerPoint, Word, Outlook, Access)
- Ability to work in a team as well as independently
- Creativity