**Student Employment Job Description**

**Lawrence University Volunteer and Community Service Center**

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| Academic Year | 2014-15 |
| Name of Position | Service Corps Volunteer Coordinator |
| Rate of Pay | $8 / hour, plus $1,000 education award |
| Hours per week | 10-12 hours/week; 300 hours in 14-15 academic year |
| Employer name/address | Riverview Gardens, 1101 S. Oneida Street, Appleton, WI 54915 |
| Supervisor name/title | Oren Jakobson, Director of Farm Operations |
| Application Instructions | Email resume and cover letter to [info@riverviewgardens.org](mailto:info@riverviewgardens.org)  Application Deadline: ROLLING |

**Job Summary:** Under the supervision of the Riverview Gardens Director of Farm Operations and the Director of Volunteer and Community Service Programs at Lawrence University make connections between the needs of Riverview Gardens and the volunteer interests of Lawrence students. Serve in various different capacities at the gardens to contribute to the mission of the organization and to best identify volunteer needs.

**Summary of Essential Job Functions:**

* Assist in organizing and lead weekly volunteer orientations on Saturdays
* Help coordinate group volunteer events
* Participate in planning and coordinating community programming
* Summarize volunteer activities and programming for monthly Riverview Newsletters
* Participate in hands-on mission-focused activities at urban farm to facilitate volunteer coordination as schedule allows
* Serve on the Riverview Volunteer Committee as schedule allows
* Recruit a minimum of 10 volunteers to serve at organization
* Serve 2-3 hours/week at Lawrence University Volunteer and Community Service Center and attend required regular meetings and trainings
* Log hours and complete timesheets on a weekly basis
* Serve 8 hours/week at Riverview Gardens and 2 hours/week at Lawrence University Volunteer and Community Service Center and attend required regular meetings and trainings
* Log all volunteer hours into Voyager and complete timesheets on a weekly basis

**Minimum Requirements:**

* Have general computer skills including experience with Microsoft Excel
* Have a positive attitude with strong communication skills
* Be self-motivated, energetic and professional
* Be willing and motivated to learn
* Must have Federal Work Study award of at least $2,000
* Have and maintain a 2.5 GPA and must be on campus all 3 terms academic year 2014-15
* Be able to work at least 8 hours/week during regular business hours (M-F 8AM-5PM, S 9AM-NOON)

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Position descriptions are subject to change if the budget allocated by Lawrence University for the 2014-2015 is less than the current amount.