**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 | $7.50, plus $1,000 education award |
| Hours per week | 10-12 hours/week; 300 hours in 14-15 academic year |
| Employer name/address | Habitat for Humanity (Greater Fox Cities Area)  921 Midway Rd. Menasha, WI 54952 |
| Supervisor name/title | Jodi Isom, Volunteer Services Manager |
| Application Instructions: | Send a cover letter & resume to Jodi Isom at [jodii@fchabitat.org](mailto:jodii@fchabitat.org)  Application Deadline: ROLLING |

**Job Summary:** Under the supervision of Jodi Isom, Volunteer Services Manager and the Director of Volunteer and Community Service Programs at Lawrence University make connections between the needs of Habitat for Humanity and the volunteer interests of Lawrence students. Serve in various different capacities at Habitat for Humanity to contribute to the mission of the organization and to best identify volunteer needs.

**Summary of Essential Job Functions:**

* Create and implement a system for online volunteer scheduling
* Create and implement a system for online volunteer orientation
* Assist with volunteer recruiting
* Compile a volunteer satisfaction survey
* Assist in setting up a policy & procedures manual
* Recruit a minimum of 10 volunteers to serve at organization
* Serve 8 hours/week at Habitat for Humanity 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:**

* Reliable transportation will be required
* Good computer skills and ability to do online research and set up online scheduling and orientation
* Must have Federal Work Study award of at least $2,000 and United States citizenship
* Have and maintain a 2.5 GPA and must be on campus all 3 terms academic year 2014-2015
* Experience or qualities related to position

**Abilities Preferred:**

* Computer knowledge
* Reliable
* Organized
* Ability to work independently and problem solve

**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.