**UNLVolunteers Coordinator Position Application 2015-2016**

“Connecting Rebels to Service”

Please complete the online application **by 4:00pm on Sunday, May 3rd, 2015.**  If you have any questions, contact serve@unlv.edu    
  
**Application Checklist**

**•**Complete and submit the following online application

•Follow the link at the end of the application to schedule your interview (last page)

•Attend the interview you scheduled.

**Important Dates (2015)**

**•Applications Due:** Sunday May 3rd, by 11:59 PM

**•Interviews:** May 4-15 (see schedule to select- link at end of application)

**•UNLVolunteers Retreat:** TBD (August before school starts)

**•First Official Meeting:** Tuesdays 4:30-6

**Overview of Positions:**

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| **Impact Area Coordinator**  Impact Area Coordinators will be responsible for planning and promoting strong, direct service events that focus on their impact area (Hunger and Homelessness, Youth and Education, Health, Environment, or General). **The positions have a minimum commitment of 3 hours/week.** | |
| **Duties &**  **Responsibilities:** | * Organize monthly (September, October, November, February, March, April) service projects with community partners * Create marketing and reservation requests, work with community organizations, develop learning plans, assess the project, complete the evaluation document * Educate members on key issues that affect the impact area * Attend weekly UNLVolunteers Executive Board meetings (**Tuesdays 4:30-6 PM in OCED Conference Room, SU 316)** * Work collaboratively with other organizations and university departments to implement programs * Check UNLVolunteers (serve@unlv.edu) email account daily and use this email account for all communication dealing with your UNLVolunteers position * Lead respective committees and coordinate events * Provide leadership and guidance to UNLVolunteers general members volunteering at events |
| **Trainings, Meetings, & Expectations:** | * Attend mandatory UNLVolunteers Executive Board retreats (twice per semester) * Attend mandatory Office of Civic Engagement & Diversity All-Council retreat (August) * Attend regular meetings (weekly, ½ hour) with Program Coordinator (PC) or AmeriCorps VISTA (VISTA) * Attend UNLVolunteers executive meetings (Tuesdays, 5-6:30 PM, SU 316) * Volunteer at the UNLVolunteers table at Involvement Fair (once/semester) * Attend at least 1 UNLVolunteers General Meeting per semester (occur monthly) * Attend at least 1 service event planned by other impact area coordinators per semester * Spend at least 1 hour a week in the UNLVolunteers office |
| **Participation Requirements:** | * Maintain above 2.5 Semester and 2.5 Cumulative GPA * Be in good standing with the University via the Office of Student Conduct * Support fellow Executive Board members in implementing UNLVolunteers programs * Uphold the mission and purpose of the council * Be a positive representative of service to UNLV and broader communities * Spend a minimum of 3-5 hours per week on planning (1 hour in office) * Maintain evaluation documents on the google drive and participate in the transition process for future executive board members * Maintain a working relationship with committee and advisors over the summer months * Hold position until May 2015 |

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| **Marketing Coordinator**  Impact Area Coordinators will be responsible for planning and promoting strong, direct service events that focus on their impact area (Hunger and Homelessness, Youth and Education, Health, Environment, or General). **The position has a minimum commitment of 3 hours/week.** | |
| **Duties &**  **Responsibilities:** | * Spend 1 hour per week in UNLVolunteers office * Spend 1 hour per week tabling or doing other active marketing for UNLVolunteers * Post regularly (3 times/week) on social media (facebook and instagram) for UNLVolunteers *(upcoming events & deadlines, seek feedback, share articles relating to issues, feature nonprofit & volunteers, etc.)* * Brainstorm and implement creative marketing strategies * Attend weekly UNLVolunteers Executive Board meetings (**Tuesdays 4:30-6 PM in OCED Conference Room, SU 316)** * Work collaboratively with community organizations and university departments to implement programs * Check serve@unlv.edu email account daily and use this email account for all communication dealing with your UNLVolunteers position * Participate in community service projects planned by impact area coordinators * Provide leadership and guidance to UNLVolunteers general members volunteering at events |
| **Trainings, Meetings, & Expectations:** | * Attend the mandatory UNLVolunteers Executive Board retreats (twice per semester) * Attend the mandatory Office of Civic Engagement & Diversity all council retreat (August) * Attend regular meetings (weekly, ½ hour) with Program Coordinator (PC) or AmeriCorps VISTA (VISTA) * Attend UNLVolunteers executive meetings (Tuesdays, 5-6:15 PM, SU 316) * Volunteer at the UNLVolunteers table at Involvement Fair (once a semester) * Attend at least 1 UNLVolunteers General Meeting per semester * Attend at least 1 service event planned by other impact area coordinators * Spend at least 1 hour a week in the UNLVolunteers office |
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