

Position Title: Volunteer Coordinator

Supervisor Name: Laura Flynn

Supervisor Title: Senior Director of Student Engagement

Department: Student Engagement

Number of Openings: 4

Hours per Week: 4 hours

Hourly Rate or Salary: \$13.50 hourly (fall) & \$14.25 (spring) up to \$750/semester

Leadership experience complements the academic curriculum at MassArt and empowers students to become more confident, engaged artists, designers and citizens. Students have the opportunity to apply for various paid positions to be held during their sophomore through senior years.

Student Leadership at MassArt is rooted in MassArt's Mission and Values and is essential to transforming MassArt's culture and community. All student leaders will be expected to uphold MassArt's missions and values as we work together to make MassArt a more equitable place to work, learn, live and make.

PURPOSE:

The primary purpose of the Volunteer Coordinators is to provide opportunities for students to volunteer and serve within, and become familiar with the communities surrounding MassArt.

GENERAL STATEMENT OF DUTIES:

- Research and coordinate with non-profit organizations in the Boston area to identify their volunteer needs
- Outreach to students to determine what types of volunteer opportunities interest them
- Distribute volunteer opportunities to MassArt students through flyers, social media, website, word of mouth, etc.
- Send out monthly MassArt Volunteers Newsletter
- Collect and maintain records of interested student contacts
- Coordinate with Career Development and the Center for Art and Community Partnerships regarding volunteer opportunities they may have received
- As a Coordinator team, participate in select volunteer projects and recruit additional students to join.
- Other duties as assigned

QUALIFICATIONS:

- Must be in good academic and disciplinary standing
- Dedication to the positive power of volunteering
- Graphic Designs skills a plus
- Strong self-initiative

COVID Addendum:

If we are still in a hybrid/remote environment for Fall 2021, this position will focus on ways to support our neighboring communities that do not involve in-person activities.