

Position Title: Volunteer Opportunities Coordinator

Supervisor Name: Elizabeth DiCicco

Supervisor Title: Director of Student Activities and Programs

Department: Student Activities and Programs

Number of Openings: 4

Hours per Week: 4 hours

Hourly Rate or Salary: \$1,000/academic year

Position Duties & Description:

PURPOSE:

The primary purpose of the Volunteer Opportunities Coordinator is to provide support to the Student Development Volunteer Program, which exists to enable students to become citizen artists through the practice of Civic Engagement.

GENERAL STATEMENT OF DUTIES:

- Research and coordinate with non-profit organizations in the Boston area to identify their volunteer needs
- Distribute volunteer opportunities to MassArt students through posters, announcements, 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 for Volunteer Opportunities they may have received
- Other duties as assigned

QUALIFICATIONS:

- Dedication to the positive power of volunteering
- Proficient with Microsoft Word and Excel
- Strong self-initiative

Leadership Responsibilities:

- Attendance and participation in the 2017 – 2018 Leadership Selection Process including interviews and Group Process Day if required by their position
- Must remain in good academic and disciplinary standing
- Uphold and abide by the policies and procedures in the MassArt Student Handbook
- Check MassArt e-mail at least once per day during 2018-2019 academic year