



STONEHILL COLLEGE

Community Engagement Program

**TITLE:** Volunteer Coordinator, Community Engagement Program  
**SUPERVISOR:** Erica Stewart, Campus Minister for Community Service and Partnerships  
**LOCATION:** Office of Campus Ministry

**DUTIES AND RESPONSIBILITIES:**

- Serve as liaison between Stonehill College's Community Engagement Program and community partner
- Recruit and involve students, faculty and staff in service with the community
- Arrange orientation and training programs for volunteers prior to on-site service
- Work with community agency to coordinate opportunities for volunteers to ask questions and reflect
- Help volunteers articulate connections between service experiences, related social justice issues and faith
- Participate in direct, ongoing service with community (preferable in assigned agency)
- Keep in regular contact with volunteers to answer questions, provide information, and ensure their experience is going well
- Assist with Volunteer Resource Fairs & Celebration of Service Breakfast
- Attend all Community Engagement Program meetings, both team and college wide
- Maintain and update database of student volunteers
- Collect and monitor student service hours at your agency
- Assist Campus Ministry Team to design, implement, and evaluate the Community Engagement Program
- Collaborate with other student leaders on campus to enhance service opportunities & education about social justice

**QUALITIES REQUIRED**

- Demonstrated commitment to service
- One year or more of volunteer experience through the Community Engagement Program or Community-Based Learning
- Personal interest in issues related to social justice
- Van certified or willingness to be van certified

**SKILLS REQUIRED:**

- Communication
- Reliability
- Organization
- Professionalism
- Sound Judgment
- Wonderful sense of mission and humor

**EXPECTATIONS OF VOLUNTEER COORDINATOR:**

- Understands, positively challenges, and promotes the Mission of the Community Engagement Program
- Participates fully in all trainings including spring training luncheon & week-long training in August
- Has a high level of commitment to the Community Engagement Program and Campus Ministry
- Willingness to collaborate with groups of student leaders, faculty, and staff to live out Stonehill's mission to service
- Abides by all policies set forth by Stonehill College's Code of Student Conduct
- Arrange transportation to and from the service site for both self and volunteers
- Communicate with team of volunteer coordinators (and other members of Campus Ministry Staff) concerning workload, supervisors' styles, expectations, tasks, etc.
- Volunteer coordinator is committed to and accountable for follow through on all tasks assigned