Campus and Community Outreach Center Coordinator

The primary responsibilities of the collateral assignment are the ongoing operation and development of the Campus and Community Outreach Center. The Coordinator works closely with the Center’s student staff and the Associate Dean of Students in all phases of the operation and serves as the primary resource person to students, staff and faculty interested in obtaining volunteer experience within the community. Effective leadership, initiative, organization and ability to work with students and campus groups are essential.

- Work with the Associate Dean of Students to develop and operate the Campus and Community Outreach Center.
- Determine the current level of campus and community volunteer interest and involvement.
- Supervise, train and hire all student volunteer coordinators.
- Oversee the tutoring activities and weekend or special service projects.
- Ensure that there are at least 12 weekend or special service projects per semester.
- Work closely with the student coordinators to monitor and increase the number of volunteer placements.
- Meet weekly with the student coordinators to set goals, establish priorities and evaluate their efforts.
- Write and submit semester reports with narrative and data sections about the Center’s activities, successes and suggestions for improvement.
- Meet regularly with the Associate Dean of Students.
- Supervise the development of new volunteer opportunities both on campus and in the Beloit community.
- Meet with staff of the Voluntary Action Center to learn its’ matching process and assess the opportunities available for students in the Beloit community.
- Communicate with off-campus site coordinators to determine the scope and expectations of the volunteer staff requested for projects.
- With student staff, evaluate new and current volunteer experiences in order to determine their suitability for future efforts.
- Connect with faculty teaching First Year Initiatives and service based classes to assist with their volunteer placement as requested/necessary.
- Maintain a database of volunteer opportunities for use by all members of the Beloit College community.
- Maintain a database of volunteers, including their interests and experiences for use in marketing opportunities to students and annual reports.
- Work with RA staff and student groups to further develop and enhance their community service programming efforts.
- Present volunteer and outreach opportunities at RA and Student Affairs large staff meetings.
- Meet with student government, and other leadership groups to educate about volunteer and outreach opportunities.
- Discuss service projects at least once per semester, meet with student groups (i.e. Greeks, clubs).