DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Volunteer Services Coordinator

DEPARTMENT: Student Affairs

DATE: June 1, 2016

SCHEDULE: Regular, Full-time, 12 Mo. M-F, 8-5
(Some evening and weekend hours required)

REPORTING SUPERVISOR: Director of Community Outreach and Leadership Development

FLSA: Exempt-Admin

IPEDS: 43

JOB FUNCTION:
Manages volunteer efforts and develops community engagement and service programming for Drury undergraduate day school students, faculty, and staff. Oversees federal work study tutor program to ensure that Drury meets program community service requirements. Assists in the daily operations of the Office of Community Outreach and Leadership Development.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 25% Daily</td>
<td></td>
<td>Manages community engagement programming including recruitment of volunteers and publicizing service-related events to the Drury and greater community. Organizes key community engagement opportunities for the Drury community including: Service Plunge, Alternative Break trips, President’s Day of Service, MLK Day of Service, and National Volunteer Week, and Project Panther Service Days.</td>
</tr>
<tr>
<td>2. 25% Daily</td>
<td></td>
<td>Supervises the America Reads/America Counts program funded by federal work study. Responsibilities include: hiring and training student tutors, tracking/overseeing the tutors, maintaining strong community partnerships, providing ongoing training and development opportunities for the tutors, and coordinating the budget. Also assists with oversight of student assistants within the Office of Community Outreach and Leadership Development.</td>
</tr>
<tr>
<td>3. 15% Ongoing</td>
<td></td>
<td>Co-administers campus wide community engagement tracking software for service hours, internal assessment, and community outcomes. Keeps a database of non-profit organizations Drury partners with in the Springfield community. Prepares, organizes, and maintains service-related materials and support tasks such as record keeping, liability forms, filing, copying, faxing, phone calls, correspondence, and organizing work areas.</td>
</tr>
<tr>
<td>4. 15% Daily</td>
<td></td>
<td>Manages and updates the office website and all social media applications run by the Office of Community Outreach and Leadership Development. Creates marketing materials to market programs and initiatives of the office.</td>
</tr>
<tr>
<td>5. 10% Ongoing</td>
<td></td>
<td>Maintains relationships with Community Partners including formal and informal evaluation and assessment of community needs and outcomes. Facilitates completion of annual community partner agreements and liability procedures.</td>
</tr>
<tr>
<td>6. 10% Ongoing</td>
<td></td>
<td>Assists with development of service-learning and community-based learning resources and programming to support faculty and community partners. Assists with current events and programs within the Office of Community Outreach and Leadership Development and its various cohorts including Soak Up Springfield and various outreach and leadership programs. Helps develop new programs and initiatives.</td>
</tr>
</tbody>
</table>

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor’s degree preferred and one-two years related experience and/or training or the equivalent combination of education and
experience.
2. Ability to concentrate and attention to detail is necessary to provide accurate information and to foster effective relationships with all parties associated with the Office of Community Outreach and Leadership Development.
3. Ability to understand instructions to do assignments correctly and thoroughly.
4. Good communication skills, such as speaking, writing, and a strong grammar background.
5. A reliable, patient individual.
6. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals and effectively communicate information to everyone connected with the Office of Community Outreach and Leadership Development.
7. Ability to write routine reports and correspondence.
8. Ability to speak effectively before groups of students, faculty, or staff of the university.
9. Ability to effectively communicate, both orally and in writing, information to schedule facilities and set-up, coordinate activities, and so forth.
10. Ability to establish rapport with a variety of people in a professional and positive manner.
11. Ability to keep all matters regarding students confidential.
12. Ability to use a computer system and related software for communicating information by preparing and distributing information, specifically Microsoft Office software.
13. Ability to use Adobe Illustrator and Publisher software.
14. Ability to be flexible to cover student service events. Some evening and weekend work is required.
15. Ability to effectively present information and respond to questions from groups.
16. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and area.
17. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
18. Ability to deal with problems involving several concrete variables in standardized situations.
19. Ability to provide program contracting, student orientation programs, student activities, and so forth.
20. Ability to use a photocopier for duplicating information.
21. Ability to work effectively with people, specifically a diverse student population, and the over-all campus community.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee is occasionally required to stoop, kneel, or crouch. Specific vision abilities required by this job include close vision.

WORK CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low.

SUPERVISORY RESPONSIBILITIES:
Trains and supervises up to 10-12 student staff members. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.