



# Volunteer Resource Center

UNIVERSITY OF COLORADO **BOULDER**

**A SERVICE OF CU STUDENT GOVERNMENT**

## Sko Serve Student Assistant Position Descriptions

**Mission:** The Volunteer Resource Center (VRC) fosters a culture of service by connecting CU Boulder to engagement opportunities that positively impact our communities. Through an educational framework of equity and inclusion, we develop socially responsible student leaders who understand, advocate for, and provide services to meet campus and community needs.

### What is required:

- Must be a full time, fee paying undergraduate or graduate student, work study is not required but helpful
- Be available to attend mandatory Student Staff Retreats prior to classes starting
  - Fall 2025 Staff Retreat – August 11<sup>th</sup> – 12<sup>th</sup>
  - Spring 2026 Retreat – TBD
- A positive attitude and a drive to make change in our communities
- Ability to represent the VRC in alignment with our mission to create a culture of service on campus
- 3 semesters remaining at CU Boulder, 10-12 hours of availability weekly

### What we'd like you to have:

- Experience volunteering with a community-based organization
- Commitment to ongoing learning about community needs, nonprofit organizations, and equity and inclusion issues as they relate to volunteerism.
- Passion and commitment for social change, social and environmental justice
- Great customer service skills and previous experience providing customer service of any kind
- Experience utilizing Microsoft Office Suite & Microsoft Teams
- Strong proactive problem solving skills and experience taking initiative
- Familiarity or experience with the CU Serves volunteer management platform
- Amazing communication skills which include in person, on the phone, and over email in a professional manner
- Ability to be punctual and timely to events, work shifts, and trainings
- Ability to engage with a diverse group of students, staff, faculty, alumni, and community organizations

### What you will get from working at the VRC:

- Extensive training on a variety of critical knowledge and skills for future employment opportunities
- Customer service experience with resourcing and referring students to various organizations
- Ability to lead and manage volunteers
- Flexible schedule and a fun environment
- Experience with planning and implementing service projects
- \$16.85 hourly

### Shared VRC Responsibilities:

- Engaging students, staff, and faculty across campus to inform them about VRC programs and events through presentations, tabling, chalking, word of mouth marketing, flyering, and more methods
- Assist students who come into the VRC in search of volunteer opportunities
- Participate and assist with VRC events
- Check and respond to email accounts in a timely manner
- Ask questions and clarify areas of concern for understanding
- Open and close the VRC office in alignment with expectations
- Other duties as assigned

## Position Specific Requirements

Please read each position requirements to understand the individual requirements and job function of each role

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### Sko Serve Assistant

#### What we would like you to have:

- Excitement for the Sko Serve program and the ability to create a fun environment
- Lead with the value of the Eight Components of a Quality Alternative Break and the Active Citizen Continuum from Break Away
- Detail-oriented and the ability to plan events and service projects
- Willingness and excitement to facilitate conversations around power, privilege, and oppression and how that impacts the volunteer work the program will be doing.
- Strong communication skills (over the phone, video conferencing, in writing, and in person)
- Previous experience as a participant and/or Site Leader on an Sko Serves trip

#### What you will be doing:

- Work with the Program Manager for Experiential Service Learning to plan, coordinate, and implement the Sko Serve program, including Spring Break and Weekend Break trips
- Recruit and retain Site Leaders and participants through a variety of marketing and communication strategies
- Communicate information in an accurate and timely manner with multiple different recipients, including Site Leaders, participants, and Community Partners
- Assist the Program Manager for Experiential Service Learning in planning, organizing, and facilitating weekly Site Leader training
- Plan and implement large-scale Sko Serve events, which include Site Leader Retreat(s), Reveal, Send-Off, and Reorientation
- Maintain accurate and detailed records of participant applications and forms

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#### Start Date:

- August 11th

#### Hourly Wage

- \$16.85/hr
- 12 hours a week

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***Job descriptions, expectations, and training listed above are not comprehensive and subject to change. Additional duties and responsibilities can and will be assigned at the discretion of your supervisor.***

Volunteer Resource Center  
The University of Colorado at Boulder, University Memorial Center  
UMC 458, UCB 207, Boulder, Colorado 80309-0207  
Phone: (303) 735-4496 | Email: [volunteer@colorado.edu](mailto:volunteer@colorado.edu) | [www.colorado.edu/volunteer](http://www.colorado.edu/volunteer)