



# Volunteer Resource Center

UNIVERSITY OF COLORADO **BOULDER**

**A SERVICE OF CU STUDENT GOVERNMENT**

## Volunteer Resource Center 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 work 1 week prior to the start of the fall semester, and 1 week in the spring (under normal operations; subject to change due to COVID-19 impacts)
- 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 Google Suite and Microsoft Office Suite
- Strong proactive problem solving skills and experience taking initiative
- Amazing communication skills which include communicating 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
- \$15.00 hourly
- 10-12 hours of work a week

### 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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### Event and Education Assistant

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

- Prior event planning experience preferred
- Attention to details and logistical planning
- Demonstrated ability to effectively facilitate groups or have peer mentor experience
- Amazing communication skills (over the phone, video conferencing, in writing, and in person)
- Be able to have your head in the game on event days and remain calm in stressful situations
- Be excited to connect with nonprofits and local businesses
- Ability to work closely with others to plan and execute detailed and amazing events
- Experience volunteering and/or enthusiasm for connecting students with service opportunities
- Comfortable engaging in conversations with peers and presenting information to peers

#### What you will be doing:

- Planning, implementing, and executing large and small scale service events, both in person and virtually/remote
- Engage in facilitation and planning of programs and services that focus on volunteering, service learning, social justice and understanding root causes of community issues which could include SKOServe
- Contacting community organizations to learn about services and volunteer opportunities in order to plan service events in the greater Boulder area
- Managing logistics such as ordering catering, booking space on campus, budgeting, and working with vendors for event supplies
- Communication with outside businesses to fundraise or receive in-kind donations to offset planned events
- Working directly with other students to support all VRC programs as well as service events
- Communicating with additional departments on campus to create collaborative and inclusive events

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### Graphic Design and Website Assistant

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

- Demonstrated experience using Adobe Creative Cloud Suite, Google Suite, and Microsoft Office
- Ability to communicate messages effectively through written word and designs
- Significant experience designing posters and marketing materials and eye for editing
- Knowledge and experience with Web Express or website design and maintenance
- Knowledge of marketing and design principles, branding, and ability to seek and take feedback on designs

#### What you will be doing:

- Creating designs in alignment with CU brand standards to promote our services and programs on flyers, t-shirts, buttons, our website, etc.
- Writing and editing content about our events and programs for a large campus audience on posters, website, and other marketing materials
- Generating, editing, and maintaining content on the VRC website

- Collaborating with the student and professional staff to capture content of VRC programs and services
  - Ordering marketing materials
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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.***

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