



# 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 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 2 weeks prior to the start of the Fall semester, and 1 week in the Spring
- A positive attitude and a drive to make a 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, 10-15 hours of availability weekly

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

- Experience volunteering with a community-based organization
- Passion and commitment to 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
- 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 training
- 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
- \$12.00 starting salary with increases for each year you work at the VRC

### 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
- Recruit students to participate in our days of service and programs
- Assist students who come into the VRC in search of volunteer opportunities
- Participate in and assist with VRC events
- Check and respond to email accounts in a timely manner
- 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 Assistant

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

- Prior event planning experience preferred
- Be highly detail-oriented
- Amazing communication skills
- Strong passion for connecting students with service
- Availability to work during the summer
- 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.

#### What you will be doing:

- Planning, implementing and executing large and small scale service events
  - Managing logistics such as ordering catering, booking space on campus, budgeting, working with vendors for event supplies
  - Contacting community organizations to learn about services and volunteer opportunities in order to plan service events in the greater Boulder area
  - 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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### Outreach Assistant

#### What would like you to have:

- Willingness to take initiative and put yourself out there
- Experience and comfort presenting in front of small and large groups
- Experience writing professional emails
- Customer service experience
- Experience with networking across campus
- Be a member or leader of student organizations
- Detail-oriented and capable of thorough organizing

#### What you will be doing:

- Conducting presentations across campus in classrooms and group settings about VRC programs and events
  - Recruiting students to participate in VRC programs and events
  - Attending various student organization and departmental meetings to build a network across campus
  - Scheduling and planning of outreach activities as defined by VRC scope of work which includes presentations, fliers, table tents, display cases, chalking, tabling, catering, and room bookings
  - Brainstorm and initiate creative and innovative ideas to reach out to more students
  - Email, call and meet in person with students, staff, and faculty across campus to promote VRC initiatives
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## **Alternative Breaks Assistant**

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

- Detail oriented and ability to plan events and service projects
- Strong communication skills
- Excitement for the CU Alternative Breaks (AB) program and ability to create a fun environment for all participants
- Lead with the value of the Eight Components of a Quality Alternative Break and the Active Citizenship Continuum from Break Away
- Availability to work during the summer
- Previous experience as participant and/or Site Leader on an Alternative Breaks trip

### **What you will be doing:**

- Work with the Alternative Breaks Coordinator to plan, coordinate, and implement the CU Alternative Breaks program, including Spring Break and Weekend Break Trips
  - Recruit and retain Site Leaders and participants for all AB trips by using 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 AB Coordinator in planning and organizing bi-weekly Site Leader training, every other Wednesday from 4:00-6:00pm
  - Plan and implement large scale AB events, which includes Site Leader Retreat(s), Reveal, Send-Off, and Reorientation
  - Maintain accurate and detailed records of Participant applications and forms
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## **Marketing and Communications Assistant**

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

- Significant experience designing posters and marketing materials
- Knowledge and experience with Web Express or website design and maintenance
- Great working knowledge of Adobe Creative Cloud Suite
- Ability to communicate messages effectively through written word and designs
- Experience building newsletters and eye for editing

### **What you will be doing:**

- Designing flyers, t-shirts, buttons, and additional items for our services and programs
  - Writing emails with content specific to our events and programs for a large campus audience
  - Designing newsletters and managing contact lists
  - Ordering marketing materials
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## **Social Media Assistant**

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

- Previous experience managing social media accounts for an organization or group, specifically Facebook, Instagram, and Twitter
- Ability to write and edit social media content
- Some experience with utilizing social media analytic tools
- Be available to attend various campus and VRC events to capture content

**What you will be doing:**

- Designing, updating and capturing content for VRC social media channels
- Creating new and engaging social media posts, newsletters, videos and more
- Assisting with updates to the website
- Collaborating with VRC staff to design messages and content for channels
- Become familiar with student organizations and departments on campus to network and share content across channels
- Willingness to put yourself out there to interview, record, and document VRC programs and services to share with the campus and Boulder community

**Student Volunteer Assistant****What we would like you to have:**

- Great customer service skills and previous experience providing customer service of any kind
- Ability to write professional emails, respond to requests, and communicate clearly and effectively with a variety of audiences
- Experience volunteering with community organizations in the Boulder County area is helpful
- Comfortable engaging in conversations and presentations with peers
- Previous experience planning service projects

**What you will be doing:**

- Providing referral information about volunteer opportunities to peers at CU Boulder
- Engaging in outreach to on-campus and non-profit community partners in the area through email, phone, and in-person visits
- Facilitate weekly presentations for students with court-ordered service requirements while keeping information confidential
- Maintaining accurate records of volunteer opportunities and ongoing knowledge of where students can volunteer

*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**

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