



Notre Dame Education Center Job Description

Send Resume and Cover Letter to: resume@ndecboston.org

Job Title: Volunteer Coordinator/Student Opportunities Initiative Specialist (VCSOI)

Reports To: Program Director

Schedule: 35 hours/52 weeks

July and August: MTWTh 7:45-4:45

September through June: MWF 10:00-5:30, TTh 12:00-7:30

Summary: The Volunteer Coordinator/Student Opportunities Initiative Specialist will help students develop the skills, attitudes, and experiences—both in and out of the classroom-- that will enable them to persevere until their goals are met. This includes three components outlined below, which provide a framework through which a variety of support for students will be created. The Volunteer Coordinator/Student Opportunities Specialist will collaborate with the Adult Education Services and Youth Education Services Program Managers to ensure that needs are met across each of the Center's departments.

The NDEC Volunteer Coordinator/Student Opportunities Initiative Specialist is responsible for daily operation and planning of the SOI program. This includes meeting with students and staff to assess current needs; providing training or arranging for training; and maintaining all pertinent records.

Academic Support Opportunities

- Match and support volunteers with students for one-on-one, in-class or small group tutoring
- maintain volunteer records and volunteer/student files

Academic Enhancement Opportunities

- Facilitate Student Leadership program
- Plan opportunities for: Postsecondary exploration, visiting colleges, field trips
- Provide college support, mentoring

Volunteer Recruitment and Training

- Recruit, support and supervise a diverse team of volunteers
- Plan and facilitate new volunteer training
- Collect and Input volunteer-related data and maintain volunteer database
- Plan and implement Volunteer Appreciation Day

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings
- **Interpersonal** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, experience and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Education/Skills/Knowledge/Experience:

B.A. /B.S. degree, Education or related field

Preferred Qualifications:

Experience working with adult learners
Experience with tutor training and supervision
Communication skills and computer literacy
Ability to work with diverse student populations

Computer Skills: To perform this job successfully, an individual should have a working knowledge of Microsoft Office Suite.

Certificates and Licenses:

No certifications needed

Supervisory Responsibilities: Community Volunteers and Volunteers from local colleges

Work Environment:

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 office/classroom work environment is usually moderate.

Physical Demands:

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.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is routinely required to stand and walk.