Elon Volunteers! Leadership Position Description
Awareness Team Coordinator

**Purpose:**
As an Awareness Team Coordinator, you will focus on developing basic tools of creating a working program. You will develop an understanding of leadership by sharing your passion to engage yourself and others in working for positive social change.

**Position Summary:**
The Awareness Team Coordinators will work to raise awareness about social issues within Elon Volunteers! and for the entire Elon community. You will work closely with the Awareness Team Directors, Student Intern, and other members of the Elon Volunteers! staff.

**Duties and Responsibilities:**
- Work with team members to develop and implement awareness activities (awareness weeks, bringing speakers to campus, presentations for other students)
- Recruit potential team members
- Facilitate team meetings
- Assist with general office tasks (answering phone, helping people when they come into the office, keeping the office neat, etc.)
- Document all hours spent working with awareness team.
- Attend weekly/bi-weekly meetings with Awareness Team Director, monthly meeting with entire Awareness Team and Student Intern, Attend staff retreats, staff development workshops and reflection activities

**Time Commitment:**
The time commitment is approximately 5 hours a week for this position. These hours include 2 scheduled office hours a week along with additional office hours when needed to fulfill responsibilities. Additional responsibilities include staff meetings, staff retreats, development workshops and reflection activities.

*Further Questions can be directed to Mary Ellen Kramer, mkramer@elon.edu, or Kat Cochrane-Yamaguchi, kyamaguchi@elon.edu, or you can stop by the EV! Office, Moseley 230 or call x7250.*