Purpose:

As a Programs 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 coordinator works with their selected program to direct a multitude of tasks for developing and running each part of their program throughout the year. You will work alongside the student volunteers, Director(s) of Programs, and also the KC/EV! Intern. This position requires a time commitment of 3-5 hours a week.

Duties & Responsibilities:

Recruitment:
- Advertise (throughout the year) for volunteers for your program.
- Conduct interest meetings and trainings (if necessary) for your volunteers.
- Attend service fairs to recruit for your program.

Training:
- Attend and participate in required staff development workshops and Kernodle Center trainings.

Administrative Tasks:
- Develop schedules and arrange car pools (if applicable).
- Collect volunteer hours from sites.
- Validation: Validate all volunteer hours in the Kernodle Center database.
- Create monthly, mid-year and year-end reports.
- Maintain the blackboard website (if applicable).
- Help with general office tasks (answering phones, helping people when they come to the office, keeping the office neat, etc.).

Communication:

Volunteers:
- Establish and maintain regular contact with volunteers.
- Check the database regularly to see if new volunteers have been added.

Site:
- Establish and maintain regular contact with agency contacts.
- Communicate expectations with and provide regular, on-going feedback to sites and volunteers.
- Check and respond to all related emails in a timely manner.

Staff:
- Submit weekly updates to Program’s Directors.
- Track communication with agencies in an organized document.
- Meet weekly or bi-weekly for individual meetings with the Programs Director(s).
- Meet Monthly for individual meetings with the Intern.
- Meet weekly for Program’s meetings.