Position Description: EV! Elon Buddies Co-coordinator

Elon Volunteers! Mission
To provide all members of Elon University campus the opportunity to develop an ethic of service by connecting campus and community through service experiences.

Purpose of Position
The Elon Buddies Coordinator strives to develop meaningful relationships between Elon and Alamance Community College by developing enriching events for both groups. Coordinators will recruit, train, and lead volunteers. The coordinators lead the group in monthly planning and social meetings and act as the direct contact between Elon University and the community partners. Coordinators also oversee transportation and ensure all community partner policies are followed. In working with volunteers, coordinators strive to incorporate education and awareness of larger social issues connected to their work.

Essential Duties/Responsibilities
- Attend all appropriate training sessions, Council meetings, and office hours
- Plan meaningful events that pertain to socially enriching experiences and employment opportunities for Alamance Community College students
- Maintain positive representation for Elon Buddies
- Maintain positive, sustainable relationship with the community partner and communicate effectively throughout the year
- Manage logistics for all events (reserve rooms, vans, etc.)
- Meet with Disability Services Director and participate in Council meetings
- Check the Elon Buddies email daily and respond promptly.
- Maintain communication between Director and co-coordinator
- Validate all hours done by volunteers

Qualifications
- Able to dedicate a minimum of 3-4 hours a week
- Prior experience with Elon Buddies (preferred)
- Demonstrated time management, organization, and interpersonal skills
- Effective communication skills, both written and verbal
- Must be available for the following dates:
  - All EV! Trainings:
    - February 10th, 2017, from 3-6pm

For more information about this position contact elonvols@elon.edu
Leadership Agreement

I agree to fulfill the duties required of me as a leader within Elon Volunteers! to the best of my abilities. These duties are listed above. In the event that I neglect or am no longer able to fulfill my responsibilities, I understand that the Kernodle Center professional staff and EV! Executive Directors have the right to remove me from my position. Prior to removal, I understand that I will receive at least two written warnings and will have the opportunity to improve my performance.

By signing below, I agree to abide by all EV! policies and to maintain good disciplinary standing with Elon University for the duration of my leadership role.

Sign ___________________________________________________________________    Date ____________