Position Summary

Jumpstart is a national early education program working toward the day every child in America enters school prepared to succeed. The volunteer coordinator’s main role is to recruit, train, and manage volunteers for various Jumpstart service projects that address specific program and community needs. The following are major duties and responsibilities required of the Jumpstart volunteer coordinator.

Major Duties and Responsibilities

A. Volunteer Recruitment
   • Recruit and screen required number of volunteers to commit to one-day, short-term, and long-term volunteer projects
   • Present Jumpstart to campus organizations, student groups, faculty, and staff
   • Present Jumpstart to local community organizations to obtain volunteers, collaborate on service events, exchange resources/ideas/materials, etc.
   • Work with Jumpstart site staff to manage volunteers from Jumpstart’s corporate sponsors

B. Volunteer Training and Management
   • Prepare participants through orientation and training workshops to achieve program’s objectives; organize meetings, develop training materials, and facilitate activities
   • Provide on-going monitoring and supervision of participants
   • Provide on-going communication to volunteers regarding scheduling, transportation, activity planning, work-study process, and other related program functions
   • Recognize participants for their contributions
   • Organize opportunities for participants to reflect on their experiences
   • Manage volunteer tracking system and send tracking system reports to regional development staff
   • Manage the completion, submission and tracking of all Jumpstart and state-mandated volunteer paperwork

C. Planning, Implementation, and Administrative Tasks
   • Assist site staff in identifying volunteer projects through needs assessment and ongoing communication with program partners
   • Assist site staff with implementing events and supporting volunteers for service days held at partner early childhood centers
   • Research relevant community organizations to coordinate additional volunteer opportunities for Corps Members
   • Work with site staff and Corps Members to plan annual volunteer appreciation event
   • Share promising practices across Jumpstart network via listservs, conference calls, newsletters, etc.
   • Manage any financial or other resources including budgeting, purchasing, and tracking
   • Schedule and monitor transportation
   • Represent the Office of Community Outreach (CO) at University classes, meetings, or events
   • Represent Jumpstart on formal occasions, including program partner meetings, Jumpstart site visits, etc.
• Perform other related duties and activities to support the program and CO, as needed
• Attend all related CO meetings, trainings, seminars, and workshops including Language & Literacy and Special Projects meetings and events
• Maintain and submit specific data reports to program director
• Complete incident reports and share with appropriate CO staff in timely manner

D. Project Teams
• Participate in a CO project team including: program management, professional development, or community building

E. Program Participation
• Volunteer coordinators are expected to participate in their events on a regular schedule as decided with their staff supervisor

Qualifications

A. Minimum Qualifications:
• Strong interest in and commitment to community service
• Experience in leadership and/or supervisory position
• Experience recruiting, training, managing, and supporting groups of people to address community needs through service projects
• Proven ability to build relationships and work with volunteers, Corps Members, and community members
• Track record of planning and implementing events
• Ability to positively represent CO to the University and external community
• Excellent interpersonal, relationship, and partnership building skills
• Ability to effectively convey oral and written communication
• Strong organizational and administrative skills
• Demonstrated basic knowledge and skill in the use of personal computers and basic software programs such as Microsoft Office Word and Excel
• Ability to work independently, assess programmatic needs, and develop creative solutions
• A strong appreciation for, as well as willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, culture, gender, ability, and sexual orientation)
• Strong conflict resolution skills
• Willingness to work irregular and flexible hours including evenings and weekends
• Students must not be on academic probation in accordance with the Department of Student Activities Student Leadership Eligibility Policy (less than 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

B. Preferred Qualifications:
• At least one year experience with Jumpstart
• One year related experience in a leadership and/or supervisory position
• Excellent computer skills with an emphasis on Microsoft Office Word, Publisher, and Excel

Commitment

• Full academic year commitment and 300+ hours of AmeriCorps term of service is required
• Participation in Jumpstart’s September Leadership Institute training during Fall Semester
• 10-12 hours per week; exact hours and schedule will fluctuate and is somewhat flexible to student’s academic schedule
• Participation in CO Training in August the week before Fall Semester begins
• Ability to maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (1.8 semester GPA or higher for 1-23 credits, or 2.0 semester GPA or higher for 24+ credits)

**Compensation and Benefits**

• Potential to earn a work-study stipend during the term of service
• AmeriCorps education award upon completion of service term
• Extensive training in the field of early childhood education
• Unique opportunity to join a network of individuals serving young children nationwide
• Professional training and support to implement Jumpstart’s various volunteer initiatives that promote the Jumpstart mission and program areas

_The University of Connecticut is an Equal Opportunity Employer and supports all state and federal laws that promote equal opportunity and prohibit discrimination. In keeping with our commitment to build a culturally diverse community, the University of Connecticut encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations._