

POSITION TITLE: SOAR Coordinator (PSC)

SUPERVISOR: Director, Office of Career Services

FUNCTIONS: To coordinate the Student Outreach through Active Response (SOAR) Program.

1) recruiting and matching students for SOAR volunteer service placements in Lindsborg and surrounding area

2) seeking volunteer service situations from Lindsborg area agencies

3) planning and promoting volunteer service activities to the campus community through outreach programs and advertisement

POSITION REQUIREMENTS:

8-10 hours work per week during the school year

Attendance at bi-weekly training and staff meetings

1 day of paid training prior to the beginning of the fall semester

RESPONSIBILITIES:

Campus Recruitment for SOAR Program

Promote SOAR Program opportunities to campus organizations, students, faculty & staff.

Program & Agency Development

Coordinate Campus Blood Drives twice a year

Coordinate campus improvement programs

Seek volunteer service positions with area agencies

Promote SOAR Program potential to area non-profit agencies

Seek evaluative feedback from agencies that have hosted student SOAR volunteers

Volunteer Placement

Advertise service position openings to campus community

Assist interested students to link with agencies having service positions

Track SOAR placements and maintain database on numbers of students involved, volunteer service hours, agencies who host, contact persons, etc.

Public Relations, Promotion, and Administrative

Lead sessions for prospective students and other guests in office

Perform promotional and publicity functions such as writing articles for the Messenger, speaking to campus groups, and promoting SOAR Program activities

Help develop and effectively use printed materials for promotional purposes

Assist with administrative functions as needed, such as phone reception, copy & file work, and office intake

QUALIFICATIONS:

Ability to work as a team member with office staff members
Positive interpersonal skills to develop rapport with peers
Creativity and problem solving skills
Quality written and oral communication skills
At least sophomore standing in college at time of employment (Second semester freshmen may apply.)
Minimum cumulative Bethany GPA of 2.5 preferred

STANDARDS OF PERFORMANCE:

Periodic evaluation conducted by the Career Services Director and Office Manager.

Office of Career Services
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