

Student Volunteer Coordinator Application

Name: _____
Last First MI

Student ID/Social Security Number: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____/_____ Campus Attending: _____

FCCJ Cumulative GPA: _____ Anticipated Graduation Date: _____

Major: _____

Qualifications:

Minimum Cumulative 2.5 GPA and maintain 2.0 GPA

Must apply for financial aid

History of involvement in volunteer and campus activities (college or high school)

Ability to devote a minimum of 15 office hours per week (with flexibility as needed)

Must be enrolled in a minimum of 9 credit hours

Have available transportation

Duties:

- | | |
|---|--|
| A. Research and be knowledgeable of current volunteer opportunities for FCCJ students. | G. Create new PowerPoint slides and update campus PowerPoint show of volunteer opportunities. |
| B. Head one major Volunteer Project per month for FCCJ students to assist in the community. | H. Create flyers and posters for volunteer opportunities. |
| C. Develop ways of reaching and creating interests in students to participate in volunteer opportunities. | I. Update information on volunteer bulletin board. |
| D. Assist with creating and implement service learning projects. | J. Record student Volunteer Hours. |
| E. Assist students with finding volunteer and service learning opportunities. | K. Be extremely knowledgeable of campus activities and events. |
| F. Record student volunteer and service learning hours. | L. As other duties assigned, such as assisting with large tours and assisting with set up and break down of campus events such as concerts and performances. |

List any positions of leadership/ responsibility that you've held in the past (including high school or college clubs and organizations.) _____

Briefly describe what qualities would make a good Student Volunteer Coordinator: _____

Please submit this application with two letters of recommendation to your campus Student Life and Leadership Development (SLLD) office. If you have questions or need more information, contact SLLD.