Madison Area Technical College
Volunteer Center – Recruitment Coordinator

Position: Recruitment Coordinator

Organization: Madison College Volunteer Center

Advisor: Jason Wiedenhoeft
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(608) 243-4228

Hours: 5 Office Hours per Week and Attendance at Weekly Volunteer Center Meetings & Activities
Additional hours may be required per the minimum requirements for internship credit

Stipend: $400/semester

Position Description:
The Recruitment Coordinator provides leadership to the recruitment efforts of the Volunteer Center at Madison Area Technical College. The Recruitment Coordinator works with the Executive Director of the Volunteer Center to create and execute a recruitment plan aimed at increasing the number of members who assist with Volunteer Center sponsored events and volunteer in service opportunities both on and off-campus. This individual also works with other members of the Volunteer Center Board of Directors and the Advisor to engage current members and volunteers in activities that support the mission of the Volunteer Center and the Center for Student Life. This position is best suited for a person who is interested in developing his/her skills in leadership, recruitment, marketing, public relations and communications.

Requirements for the above position include:
• Be a MATC student in good standing (2.0 + GPA) taking at least six credits per semester
• Maintain a minimum of 5 hours per week M-F in the Volunteer Center office at either the Truax Campus (room 140) or the Downtown Education Center (room D125) between the hours of 8:00 AM – 6:00 PM Monday – Thursday and the hours of 8:00 AM – 4:30 PM on Friday.
• Attend Volunteer Center meetings
• Attend Volunteer Center sponsored events
• Attend Volunteer Center Leadership Development activities
• Attend weekly one-on-one meetings with the Volunteer Center Advisor
• Show support of Volunteer Center events through attendance and recruitment of new membership
• Attend committee meetings, training, retreats and workshops as deemed appropriate by the Advisor or Board of Directors
• Maintain and promote a positive professional image on campus
• Commits to follow-through of assigned Volunteer Center activities and obligations

Expected Learning Outcomes:
The Recruitment Coordinator will gain experience and enhancement of the following Madison College Core Abilities through participation on the Volunteer Center Board of Directors; communication, mathematics, science & technology, global and cultural perspectives, self-management, social interaction and critical thinking. The Recruitment Coordinator will gain enhanced skills in professional responsibility, time management and delegation skills, interpersonal interactions, public speaking, recruitment strategies and technology awareness.

Application Process:
To be considered for this position, please complete a Student Organization Application at http://matcmadison.edu/Volunteer-Center-Interest-Form. Upon completion of an application, you may be contacted regarding the submission of additional materials such as a resume, cover letter and references. You may be asked to participate in an interview process.