Madison College
Volunteer Center – Recruitment & Communications Coordinator

Position: Recruitment and Communications Coordinator

Organization: Madison College Volunteer Center

Advisor: Jennifer Edens
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(608) 616-3486

Hours: 5-8 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 & Communications Coordinator provides leadership to the recruitment and communications efforts of the Volunteer Center at Madison College. The Recruitment and Communications Coordinator works with the Executive Director of the Volunteer Center to create and execute a recruitment and communications planned aimed at raising awareness of VC events and increasing the number of membership within the Volunteer Center and event attendance. This individual also works with other members of the Volunteer Center Board of Directors and the Advisor to engage 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 communication skills.

Responsibilities:
- Manage The Link by approving members, approving service hours, making changes to event details, inviting Volunteer Center members to events, and uploading photos.
- Process the publicity for the various Volunteer Center events including ordering publicity and working with duplication.
- Manage Facebook with updates, photos, and by inviting Volunteer Center friends to events
- Coordinating and tabling for the recruitment of volunteers and events each semester and for Volunteer Center Board Candidates in the spring.
- Serve as lead for one event each semester and support and participate in other events as well.

Requirements for the above position include:
- Be a Madison College 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
- Show support of Volunteer Center events through attendance and recruitment of new membership
- Attend Volunteer Center Leadership Development activities
- Attend weekly one-on-one meetings with the Volunteer Center Advisor
- 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 & Communications Coordinator will gain experience and enhancement of the following Madison College Core Abilities through participation on the Volunteer Center Board of Directors; communication, global and cultural perspectives, self-management, social interaction and critical thinking. The Recruitment & Communications Coordinator will gain enhanced skills in professional responsibility, time management and delegation skills, interpersonal interactions, advertising, public speaking, communication, recruitment strategies and technology awareness.

Application Process:
To be considered for this position, please complete a Student Organization Application at http://madisoncollege.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.