Madison College
Volunteer Center – Santa’s Wish List Coordinator

Position: Santa’s Wish List Coordinator - Fall Semester

Organization: Madison College Volunteer Center

Advisor: Jennifer Edens
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(608) 616-3486

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

Position Description: The Santa’s Wish List Coordinator provides leadership to the Santa’s Wish List program in the Volunteer Center at Madison College. The Santa’s Wish List program provides students who demonstrate a financial need with assistance purchasing holiday gifts for his/her children. The Santa’s Wish List Coordinator will work with the Volunteer Center Board of Directors and a committee of student volunteers to coordinate and implement a process for soliciting applicants, securing donations, and matching gifts with applicant wish lists in the program. This position is best suited for a person interested in developing his/her skills in leadership, coordination, marketing, multi-tasking, communicating and resolving conflict situations. This position will serve on the Board of Directors during the fall semester only.

Responsibilities:
• Coordinate application process, marketing and volunteers associated with Santa’s Wish List
• Organize the set-up and tear down of all Santa’s Wish List advertising, including setting up the tree and hanging adoption cards
• Organize shopping, gift distribution and pick-up
• Take inventory and store remaining gifts and materials
• Recruitment of Volunteer Center member help

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
• 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 Santa’s Wish List 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 Fundraising 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://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.