Madison College
Volunteer Center – Special Events Coordinator

Position: Special Events 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 Special Events Coordinator will serve on the Volunteer Center Board of Directors and be responsible for planning and coordinating the Monthly Service Projects and National Days of Service including the September 11th Service and Remembrance as well as the Martin Luther King Jr. Day of Service. The Special Events Coordinator will act as a gateway through which non-profit agencies can network with faculty leads in academic programming areas that are in need of service learning initiatives.

Responsibilities:

- Coordinate General Member Monthly Meetings with Community Partners
- Coordinate Monthly Service Projects and Opportunities
- Coordinate National Days of Service

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 Board of Director meetings
- Attend Volunteer Center sponsored events
- 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 Special Events Coordinator will gain experience and enhancement of the following Madison College Core Abilities: communication, global and cultural perspectives, self-management, social interaction and critical thinking. The Special Events Coordinator will also gain enhanced skills in professional responsibility, time management and delegation skills, interpersonal interactions, public speaking, meeting facilitation, the creation of event plans 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.