



## **Volunteer Coordinator Spring 2023**

### **Volunteer Coordinator**

Working closely with the Peer Health Leadership Coordinator, you will have the opportunity to lead the HPW Ambassador Program, a student volunteer program that provides opportunities for SF State students to assist with health and wellness volunteer activities. You will manage the daily operations of the program as well as plan networking and social events. Promote and increase a sense of community on campus!

### **What you will do:**

Plan, coordinate, and lead activities and events for the Ambassador Program such as orientations, info sessions, volunteer activities, social events, and recognition events

Lead personnel management (manage ambassador email account, respond to inquiries about the program and keep track of Ambassadors participation & hours)

Manage the iLearn/Canvas collaborative site by adding activities, reading activity reflections, creating zoom links, sending out emails, and etc.

Collaborate with HPW team (pro-staff, student leaders, lead ambassadors and ambassadors) on HPW projects and outreach events

Outreach to the SF State campus about the Ambassador Program and other HPW activities and events through in-person tabling and presentations

Support Peer Health Leadership Coordinator with data collections, reporting, program logistics and other HPW projects

### **What it takes to be successful in this role:**

You are committed to learning and growing personally and professionally

You enjoy or would like to develop your presentation, facilitation, and event planning skills

You take initiative and would like to develop your leadership skills

You are organized, have strong writing skills and good communicator (ex: emails, phone, etc.)

You are flexible, can adapt to changes easily and work independently or together as a team

You are skilled or have some experience with software programs such as Microsoft Suite (Word, Excel & PowerPoint), Canva, GatorXperience, MailChimp and iLearn

You have some experience with volunteer coordination and/or administrative work, but not required

You are passionate about health & wellness, community service, volunteer work and community building