



Dwight Hall Student Employment Position Description

Title	Dwight Hall Volunteer Coordinator – Big Brothers Big Sisters (BBBS)
SEO Category	Recreation/Peer Leadership
Pay Level	Level 2
Weekly Hours: Low End	1
Weekly Hours: High End	8
Start Date	8/30/2026
End Date	5/9/2027
Job Summary & Main responsibilities	This is a Dwight Hall Volunteer Coordinator position supporting the Big Brothers Big Sisters Program at Truman School (Thursdays 3:00pm to 4:30pm, 114 Truman Street, New Haven, CT 06519). Big Brothers Big Sisters (BBBS) of Connecticut helps children realize their potential and build their futures through meaningful mentorship. See their website for more information: https://ctbig.org/sbmentoring/ Every year BBBS seeks Yale student volunteers to become “Bigs” who will make a year-long commitment to mentoring “Littles” after school. Dwight Hall has partnered with BBBS to identify and support a Volunteer Coordinator who will assist MJC in meeting their goals. The Volunteer Coordinator (VC-BBBS) is primarily responsible for: - being a reliable presence at the after-school program (at least twice a week) - recruiting Yale students to volunteer at Truman School - being the point person facilitating communication between BBBS, Dwight Hall and the Yale student volunteers - ensuring that attendance and reporting requirements are met
Tasks	- Recruit volunteers by reaching out to a maximum number of appropriately viable students (via residential colleges, student organizations, academic departments, professors, friends,

	classmates, etc.) and using a variety of methods (emails, flyers, posters, social media, canvassing, etc.) to identify energized and motivated volunteers - Support identified students through Dwight Hall's volunteer onboarding process including required trainings - Coordinate transportation of volunteers to and from BBBS by public bus, Yale transportation, or other approved methods - Spend Thursday afternoons on-site at BBBS with the volunteers acting as a "Big", completing activities provided by BBBS and Truman School. - Submit weekly reflections and keep Dwight Hall staff informed about program activities and progress - Troubleshoot any problems that may arise Additional expectations - Attendance at Volunteer Coordinator Orientation the evening of Friday, September 4th. - Availability to meet all new Volunteer Corps members on Monday, September 14th at mandatory orientation/training for volunteers from 7:00pm to 9:30pm. - Attendance at regular weekly meetings with all other Volunteer Coordinators. (Exemption granted if there is an unavoidable overlap with classes.) - Fostering of a Volunteer Corps social community by frequently attending Saturday evening socials, nominating volunteers for "Volunteer of the Month" and encouraging camaraderie amongst all assigned volunteers.
Work Location	Truman School, Dwight Hall, around campus and some remote work
Requirements	- Good organizational and communication skills - High energy, outgoing personality, ability to connect with and motivate other students - Ability to problem solve - Reliability, ability to stick to a set weekly schedule even during busy times of the year - A drive to foster joy and community around direct service Our ideal candidate will have: - Federal Work Study eligibility - Previous experience working or volunteering with children

Supervisor	Director of Programming & Evaluation, also reports to Lead Volunteer Coordinator and Director of Community Outreach and Engagement
Performance Evaluation Schedule	Weekly meetings in-person at Dwight Hall