



Dwight Hall Student Employment Position Description

Title	Dwight Hall Volunteer Coordinator – Co-Op After School (CAS)
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 Co-Op After School Program at Cooperative Arts & Humanities “Co-Op” High School, an arts-focused public high school located in Downtown New Haven (177 College St, New Haven, CT 06511). For several years, Dwight Hall has partnered with “Co-Op” and Connecticut’s Department of Education to offer Co-Op After School (CAS), a variety of enrichment programming on Monday-Thursday afternoons. Offerings include basketball, a musical, the Gay/Straight Alliance and much more. You can learn more here: https://dwithhall.org/co-op-after-school-cas/ CAS seeks Yale student volunteers to provide tutoring on a range of high school academic subjects in the Co-Op library from 2:15pm to 4:15pm on Tuesdays, Wednesdays, and/or Thursdays. Dwight Hall is hiring a Volunteer Coordinator who will play a key role in supporting the program. The Volunteer Coordinator (VC-CAS) is primarily responsible for: - being a reliable presence at the after-school program (at least twice a week) - recruiting Yale students to volunteer at CAS - screening Yale students for availability, interest, and ability to volunteer. - ensuring that all volunteers complete required trainings

	- being the point person facilitating communication between CAS, 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 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.) who are reliable, sensitive to people's lived experiences, and excited about service - Help new volunteers plan their CAS schedules - Frequently attending programming to the best of the Volunteer Coordinator's abilities. - Attend each new volunteer's first experience, whether by joining part of their service session or walking them over to the location. - Submit weekly reflections and keep Dwight Hall staff informed about program activities and progress - Troubleshoot any problems that may arise Additional responsibilities - 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	Dwight Hall, 177 College St, 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