



Dwight Hall Student Employment Position Description

Title	Dwight Hall Volunteer Coordinator – Downtown Evening Soup Kitchen (DESK)
SEO Category	Recreation/Peer Leadership
Pay Level	Level 2
Weekly Hours: Low End	2
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 Downtown Evening Soup Kitchen (DESK) at 266 State Street, New Haven, CT 06511. DESK serves people experiencing homelessness or living in poverty by providing food assistance and services that promote health, community, and equity. See their website for more information: https://deskct.org/ DESK and Dwight Hall are partnering to connect volunteers to their volunteer opportunities within food services and resource assistance. The Volunteer Coordinator will serve as the student responsible for maintaining the relationship with DESK Staff, responsible for the recruitment and management of volunteers, and participates in the volunteer themselves. Both the computer assistance shifts and café services take place M-F from 1:00pm to 4:00 pm. The Volunteer Coordinator (VC-DESK) is primarily responsible for: - being a reliable presence at DESK (at least once a week) - recruiting Yale students to volunteer - being the point person facilitating communication between the site, Dwight Hall and the Yale student volunteers

	- ensuring that attendance and reporting requirements are met - being a strong representative of Dwight Hall amidst this new partnership
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 DESK schedules - Spend at least one shift on-site at 266 State Street with the volunteers, completing activities provided by DESK. (Opportunities M-F from 1:00pm to 4:00pm.) - Attend each new volunteer's first experience, whether by joining part of their service session or walking them over to 266 State Street - 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	266 State Street, 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