



Dwight Hall Student Employment Position Description

Title	Dwight Hall Volunteer Coordinator – Fellowship Place
SEO Category	Recreation/Peer Leadership
Pay Level	Level 2
Weekly Hours: Low End	2
Weekly Hours: High End	10
Start Date	8/30/2026
End Date	5/9/2027
Job Summary & Main responsibilities	This is a Dwight Hall Volunteer Coordinator position supporting Fellowship Place at 441 Elm Street, New Haven, CT 06511. Fellowship Place has provided rehabilitation services for adults living with a mental illness for over sixty years. See their website for more information: https://fellowshipplace.org/ Fellowship Place would like volunteers at their resource drop-in sessions and breakfast services. Dwight Hall has partnered with Fellowship to identify and support a Volunteer Coordinator who will assist the organization in meeting their goals. Drop-in volunteers help sign up adults for free laundry services, showers and psychosocial assistance; these hours take place M-F from 7:30am to 12:00pm. Breakfast services require 2 meal servers; breakfast hours take place M-F from 8:30am to 10:00am. The VC should be available for a portion of at least one weekly shift. The Volunteer Coordinator (VC-Fellowship) is primarily responsible for: - being a reliable presence at Fellowship Place (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 Fellowship Place schedules - Spend a portion of least one shift on-site at Fellowship Place with the volunteers, completing activities provided by Fellowship Place. (Drop-in assistance, M-F from 7:30am to 12:00pm; breakfast service, M-F from 8:30am to 10:00am) - Attend each new volunteer's first experience, whether by joining part of their service session or walking them over to 441 Elm Street - Help Fellowship Place run a hygiene product drive closer to the winter holiday season. - 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	441 Elm 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