



Dwight Hall Student Employment Position Description

Title	Dwight Hall Volunteer Coordinator – LEAP! New Haven Mentoring
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 LEAP! (Leadership Education & Athletics in Partnership) New Haven Mentoring with their data entry, homework help and fun activities programming. LEAP! would like assistance with yielding volunteers at the following services: - Materials organization and data entry on Tuesdays, Thursdays and Fridays from 10:00am to 12:00pm - Homework help and learning tasks M-Th from 3:00pm to 4:30pm - Fun activities and/or additional learning tasks M-Th from 4:30pm to 6:00pm See their website for more information: https://www.leapforkids.org/ The Volunteer Coordinator (VC-LEAP) is primarily responsible for: - being a reliable presence at LEAP! programming - recruiting Yale students to volunteer - being the point person facilitating communication between LEAP!, Dwight Hall and the Yale student volunteers - ensuring that attendance and reporting requirements are met - being a responsible representative of Dwight Hall amidst this new partnership
Tasks	- Recruit volunteers by reaching out to students who are reliable, sensitive to people's lived experiences, and excited about

	service (via residential colleges, student organizations, academic departments, professors, friends, classmates, etc.), using a variety of methods (emails, flyers, posters, social media, canvassing, etc.) - Help new volunteers plan their LEAP! schedules. - Frequently attending LEAP! initiatives to the best of the Volunteer Coordinator's abilities. - Facilitate the introduction between new Volunteers and LEAP! - Attend each new volunteer's first experience, whether by joining part of their service session or walking them over to the location. - Log volunteer attendance in YaleConnect. - 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 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, 31 Jefferson 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