



Dwight Hall Student Employment Position Description

Title	Dwight Hall Lead Volunteer Coordinator
SEO Category	Recreation/Peer Leadership
Pay Level	Exception Rate: 20.00
Weekly Hours: Low End	4
Weekly Hours: High End	12
Start Date	8/30/2026
End Date	5/9/2027
Job Summary & Main responsibilities	Dwight Hall at Yale Center for Public Service and Social Justice is home to a variety of programming that seeks to nurture and inspire students as leaders of social change and to advance justice and service in New Haven and around the world. The signature programs withing the <i>Engage Pillar</i> is the Service Series and Volunteer Corps, which encompasses creating low-barrier volunteer opportunities for Dwight Hall to offer institutionally throughout the year, including one-day events and recurring engagement. Dwight Hall's Lead Volunteer Coordinator leads the Service Series program by coordinating with community partners and Yale organizations to develop appropriate service opportunities. The Lead Volunteer Coordinator will partner with Dwight Hall staff to recruit, train, and manage paid Volunteer Coordinators to be the main point of contact with our partner sites, and will also manage the overall recruitment and preparation of volunteers from the Yale student body to volunteer at each project. The Lead Volunteer Coordinator will also be the point person for the event management system (YaleConnect) and will build out the appropriate processes that support Volunteer Coordinators and Volunteers.

	This is a great opportunity for an experienced volunteer looking to take on a leadership role building community within Yale and New Haven and encouraging a maximum number of Yale undergraduates to get involved in service. It may be best suited for a graduate student.
Tasks	- Coordinate 6-8 “anchor” partnerships defined opportunities crafted throughout the academic year. The number of community partnerships can vary to as many as 12, depending on volunteer interest and community coordination. - Coordinate with local community organizations, Dwight Hall staff and Yale offices to develop new engaging volunteer opportunities, specifically targeting Yale undergraduates and ensure that Services Series calendar remains full. This includes discerning whether or not a volunteer opportunity will be viable for a Yale student population. - Use YaleConnect to manage opportunities, volunteer recruitment, volunteer requirement, and event attendance. - Maintain a “Volunteer Corps” of students who are reliable, sensitive to people's lived experiences, and excited about service! - Create training materials that reflect the values, knowledge and frameworks necessary to create a positive experience. - Fostering campus-wide service spirit through a cross-residential college service competition and a Panhellenic adopt-a-site initiative. Additionally, coordinate social events (i.e. board game nights, karaoke, semesterly paper plate awards) amongst members of the Volunteer Corps to create camaraderie between service-involved students. - Hold “office hours” for incoming students interested in service through Dwight Hall. - Submit weekly reflections and keep Dwight Hall staff informed about program activities and progress - Running Corps meetings, some for the volunteers, as well as weekly check-in meetings with all of the site-specific Volunteer Coordinators. Pertinent responsibilities - Attendance at Volunteer Coordinator Orientation the evening of Friday, September 4th.

	- Availability to meet all new Volunteer Corps members on Monday, September 14th through leading a mandatory orientation/training for volunteers from 7:00pm to 9:30pm. - Fostering of a Volunteer Corps social community by frequently attending Saturday evening socials, nominating volunteers for “Volunteer of the Month” and encouraging socialization amongst all assigned volunteers.
Work Location	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 Our ideal candidate will have: -Federal Work Study eligibility - Previous volunteer experience in a Dwight Hall program or within a similar organization at another university - Previous experience managing a team
Supervisor	Director of Programming & Evaluation
Performance Evaluation Schedule	At the end of the summer, this position will be evaluated based on ability to consistently meet deadlines and deliverables.