



Dwight Hall Student Employment Position Description

Title	Dwight Hall Volunteer Coordinator – Loaves and Fishes
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 Loaves and Fishes (L&F) with their food pantry, meal drop-offs and clothing closet. Loaves and Fishes would like assistance with yielding volunteers at the following services: - Clothing closet Tuesdays from 8:30am to 10:30am - Food pick-up from suppliers and inventorying on Tuesdays and Thursdays from 7:30am to 10:30am - Meal drop-offs on Warren Street on Fridays from 3:00pm to 5:00pm - Food Pantry and Clothing Closet Saturday from 7:00am to 11:00am See their website for more information: https://loavesandfishesnh.com/ The Volunteer Coordinator (VC-LF) is primarily responsible for: - being a reliable presence at Loaves and Fishes programming - recruiting Yale students to volunteer - being the point person facilitating communication between Loaves and Fishes, 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 L&F schedules. - Frequently attending L&F initiatives to the best of the Volunteer Coordinator's abilities. - Facilitate the introduction between new Volunteers and L&F - Attend each new volunteer's first experience, whether by joining part of their service session or walking them over to the location. - Log 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, 57 Olive St, some food pick-up locations (i.e. Stop & Shop and Big Y) and some remote work
Requirements	- A valid driver's license - 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