



Dwight Hall Student Employment Position Description

Title	Dwight Hall Volunteer Coordinator – Salvation Army
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 the Salvation Army located at 450 George St, New Haven, CT 06511. The Salvation Army in New Haven would like meet the basic needs of individuals and families through a food pantry, clerical services and offering children’s programming. The following opportunities are available: - Food pantry maintenance and organization, MWF from 10:00am to 12:00pm - Clerical assistance – interfacing with food donors and calling clients, MWF from 10:00am to 12:00pm - Evening children’s music workshops and homework help on Tuesday evenings from 5:00am to 7:30pm - Site physical re-organization as available M-F from 9:00am to 3:30pm The Volunteer Coordinator (VC-Salvation) is primarily responsible for: - being a reliable presence at Salvation Army programming - recruiting Yale students to volunteer - being the point person facilitating communication between Salvation Army, 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 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 Salvation Army schedules - Frequently attending service initiatives to the best of the Volunteer Coordinator's abilities. - Attend each new volunteer's first experience, whether by joining part of their service session or walking them over to the location. - 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	Dwight Hall, 450 George 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