



Dwight Hall Student Employment Position Description

Title	Dwight Hall Volunteer Coordinator – Sunrise Cafe
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 Sunrise Café with their weekday breakfast services and with flexible organizational needs, like grant writing and inventorying. Sunrise Cafe would like assistance with yielding volunteers at the following services: - Breakfast services M-F from 6:30am to 9:00am - PB&J-making M-F from 9:00am to 10:00am - Aiding with inventorying and grant-writing See their website for more information: https://sunrisecafenewhaven.org/ The Volunteer Coordinator (VC-Sunrise) is primarily responsible for: - being a reliable presence at Sunrise programming - recruiting Yale students to volunteer - being the point person facilitating communication between Sunrise Cafe, 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 Sunrise schedules. - Frequently attending Sunrise initiatives to the best of the Volunteer Coordinator's abilities. - Facilitate the introduction between new Volunteers and Sunrise - 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, 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