



Dwight Hall Student Employment Position Description

Title	Dwight Hall Volunteer Coordinator – The Towers at Tower Lane
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 Towers at Tower Lane, an assisted living community, with its flexible programming (18 Tower Lane, New Haven, CT 06519). The Towers would like volunteer assistance running the following prospective programming for its residents: drama club performances, board game tournaments, line dancing, technology support, and/or workshops of a particular significance to volunteer. The above options are not set in stone, as this site is very open to exploring VC ideas for new engagement programs. Events may take place as often as once a month to every week, depending on volunteer excitement. See their website for more information: https://towerlane.org/ The Volunteer Coordinator (VC-Towers) is primarily responsible for: - being a reliable presence at programming with the Towers - recruiting Yale students to volunteer - being the point person facilitating communication between the Towers, 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 Towers schedules - Frequently attending programming 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, 18 Tower Lane, 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