Please complete the attached questions
Please review the attached Program Coordinator Expectations
Include a copy of your Monday-Friday scheduling to assist in scheduling an interview
Be available to attend mandatory PC retreat in the beginning of next semester
Indicate below any preferences you may have for program assignments (this does not guarantee you will be assigned to that specific program) You do not need to fill out each bullet
Return to the SVS room in Student Center 136 to either a Graduate Assistant, current Program Coordinator, or manila folder labeled “Program Coordinator Applications”

I prefer to serve with the following Community Service Programs (specify)
1. ___________________________ Day: ___________________________ Time: ___________________________
2. ___________________________ Day: ___________________________ Time: ___________________________
3. ___________________________ Day: ___________________________ Time: ___________________________

I prefer to serve with the following Tutoring Programs:
1. ___________________________ Day:
2. ___________________________ Day:
3. ___________________________ Day:

I prefer to serve where I can best be utilized by Student Voluntary Services
Student Voluntary Services
Program Coordinator Application

*Please answer the following questions to the best of your knowledge*

1. **List organizations/activities/volunteer experience in which you have been involved while at BSU; indicate relevant dates; leadership positions, if any, held**

2. **Describe the unique qualities you possess that you hope to contribute to SVS**

3. **What do you think the importance of volunteering is on the community/How do you believe volunteerism impacts the individual as well as the Ball State and Muncie Community?**
The SVS Program Coordinator is a valuable student leader position that requires a significant level of responsibility, including teamwork, individual & group communication, and planning & organization.

Program Coordinators serve as the main point of contact for individual agency sites and Ball State volunteers. PCs are a critical link to the success of a positive volunteer experience. PCs also serve in key roles in planning special volunteer events each semester. Below are the expectations of being a Program Coordinator:

- Attending Program Coordinator retreat in the beginning of the semester
- Participate in SVS Recruitment Fair and other volunteer recruitment and placement activities
- Contact volunteers immediately upon recruitment fair
- Provide volunteers with an initial orientation to site; describe program, responsibilities, and expectations
- Transport volunteers from BSU to site (if cannot drive, make sure to have at least two back up drivers)
- Missing no more than 3 coordinated programs
- Logging volunteers hours weekly to help maintain their most accurate hours
- Serve on an auxiliary committee every semester
- Develop a communication system to notify your participants, the site contact & SVS or changes
- Stay informed and share with volunteers additional opportunities to preform service (one time events)
- Maintain attendance log each week (swiping into benny link)
- Filling out the appropriate paperwork in the beginning of the semester for each volunteer and then every week after
- Serve as liaison between service site, SVS, and volunteers
- Attend Program Coordinator Recognition Event at the end of the Spring Semester
- Be punctual, and honor meetings and scheduled events
- Coming to the weekly/bi-weekly meetings
- Communicating with Exec/GA’s/advisors for any issues or if you are going to miss
- Be a positive representative of Student Voluntary Services & Ball State University

This is an exciting opportunity to serve others, gain career-related transferable skills, explore a career path and strengthen your sense of civic involvement while making a difference in the lives of others.

These are highlights of the expectations. A more detailed list is available upon request and will be covered during the mandatory training session at the beginning of each semester.

Student Voluntary Services
Student Center, Student Center Room 136
(765) 285-2621 or 285-1094
http://www.bsu.edu/svs