

Student Voluntary Services Program Coordinator Application



VOLUNTEER!

CANDIDATE INFORMATION

CANDIDATE INFORMA	ATION				
Name (last, first, middle):					
Campus Address:					
Campus Phone:		E-MA	IL:		
Summer Address:					
Summer Phone:		Da	ates for Summer Co	ntact:to	
Class Standing, next semes	ster (circle one): Freshman	Sophomore	Junior	Senior	Graduate
Major:	Minor:			_ CUM G.P.A: _	
Anticipated course load (no	umber of hours) for next semester	:			
Please List two References	<u>:</u>				
# 1 Reference Name:			Phone:		
# 2 Reference Name:			Phone:		
read the Program Coordina for this position, including	I am applying for a volunteer Prog ator Expectations page attached to my references, grades, limited cri	this application. minal history back	I give SVS permiss kground check, and	ion to check my q	ualifications
Signature:			Date:		
 Include a copy of your Be available to atten Indicate below any presented to Student Community 	tached Program Coordinator Expur current schedule to assist in a mandatory PC retreat preferences you may have for p	scheduling a Program assignm	nents	or Interview	
☐ I prefer to serve with	h the following Community Se	ervice Program			
1	Day:		Time:		
	Day:		Time:		
3	Day:		Time:		
* (specify programme) 1	n the following Tutoring Prog ram name and specific time i.	e. 2-4; 2-5; 2:30 Day: M T	0-4:30; 3-5 or 3-6	5)	
3		Day: M T	W R		



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	I am interested in assisting with an SVS Special Program/Event (Fall Festival, Leaf Raking, Second Saturday Angel Tree, MLK Day of Service, Dr. Seuss Literacy and Arts Fair, Lend A Hand Day, Spring Luau) 1
	Please answer the following questions on a separate sheet and attach to this application.
1.	List organizations/activities in which you have been involved while at BSU; indicate relevant dates; indicate leadership positions, if any, held.
2.	Describe the unique qualities you possess that you hope to contribute to SVS.
3.	If you were trying to convince one of your peers to volunteer their time, what benefits would you make sure to highlight?
4.	Discuss how you believe volunteerism impacts the individual as well as the Ball State and Muncie communities.
5.	If you were given \$1000 to donate to any non-profit agency, where would you donate it and why?



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Program Coordinator Expectations

** Please keep for your reference **

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. A great sense of humor is a plus!

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 and serve on the SVS Coordinating Council.

- 1) Participate in all Program Coordinator Training
- 2) Participate in SVS Recruitment Fair and other volunteer recruitment and placement activities
- 3) Maintain Communication
- 4) Contact volunteers immediately upon placement
- 5) Provide volunteers with an initial orientation to site; describe program, responsibilities and expectations
- 6) Arrange for on-going training and support to volunteers, as needed
- 7) Stay informed and share with volunteers additional opportunities to perform service (one-time projects)
- 8) Serve on at least one One-Time Event committee
- 9) Develop a communication system to notify your participants, the site contact & SVS of changes
- 10) Maintain attendance logs for all volunteers; verify accuracy of attendance
- 11) Serve as liaison between service site, SVS, and volunteers
- 12) Notify SVS Staff if problems occur with volunteers or at site
- 13) Attend mandatory bi-weekly SVS Program Coordinator (Coordinating Council) meetings, Thursdays, 6:30-7:30 pm.
- 14) Attend Program Coordinator Recognition Event at end of each semester
- 15) Uphold and enforce code of conduct
- 16) Be punctual, and honor appointments and scheduled events
- 17) Notify SVS Staff at least 24 hours in advance if program will not go out or needs to be cancelled
- 18) 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