Zag Volunteer Corps—Semester of Service Student Coordinator
Student and Community Engagement

Position Overview:
- 5-10 hours per week, 1 year commitment
- Volunteer Position
- ZVC-Semester Leaders serve as liaisons between student volunteers and community-based organizations to arrange on-site orientation, lead and facilitate service opportunities and ongoing education and reflection, and troubleshoot as needed. Leaders adhere to principles of socially responsible community engagement and are supervised by a CCASL staff member.

Criteria for Participation
- Be in good standing with Gonzaga University
- Complete required paperwork as applicable (e.g. liability release, background check, health forms)
- Demonstrate an understanding of and commitment to socially responsible community engagement as outlined in CCASL’s Principles and Practices
- Previous experience in CCASL program preferred
- Experience in issue area preferred
- Experience leading/managing peers and/or volunteers preferred

Responsibilities & Expectations (Include, but are not limited to):
- Meet with assigned community-based organization and designated staff to arrange and confirm service opportunities
- Assist with volunteer recruitment
- Ensure that site-specific and issue-area orientations take place at the beginning of the service assignment
- Schedule and facilitate regular reflection and educational opportunities with student volunteers
- Perform administrative tasks including but not limited to tracking hours and attendance, collecting completed liability forms, approving service-learning hours, and creating or updating contingency plans and emergency procedures.
- Hold volunteers accountable to program requirements and expectations
- Communicate regularly with community partner
- Meet regularly with CCASL staff and ZVC-Semester Leaders
- Assist in planning end of service wrap up event
- Participate in leadership training, on-going reflection, social justice education, and assessment
- Fulfill requirements of partner organizations, as applicable
- Commit to regular attendance at programs and understand consequences including dismissal from programs for absences
- Respond and communicate questions/items of concern to program staff in a timely manner
- Model ethical behavior, including appropriate and professional boundaries and relationships with student volunteers, program participants and CCASL staff
- Adhere to Gonzaga University and CCASL safety guidelines and risk management procedures
- Adhere to the Gonzaga University Student Code of Conduct and Release of Liability Waiver.

Job Percentages:
- Planning and Operations/Logistics: 30%
- Meetings: 15%
- Programming: 40%
- Training and Reflection: 15%

By signing below, I am able to meet the above commitments and understand responsibilities are subject to change throughout the year.

Name (Print) ___________________________ Signature ___________________________ Date ______________