**Gonzaga University Specialized Recreation Lead Coordinator**

**Student and Community Engagement**

**Position Overview:**
- 10-15 hours per week (including programming, office hours, and indirect hours), 1 year commitment
- Volunteer Position
- The GUSR Lead Coordinator oversees the GUSR program by supervising a team of student coordinators and working closely with CCE staff to plan and implement all aspects of programming; support volunteers, participants, and caregivers; and carry out the mission and vision of the program and of CCE.

**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 CCE’s Principles and Practices
- Experience leading/managing peers and/or volunteers preferred
- Experience working with people with disabilities preferred
- Previous experience as a GUSR volunteer

**Responsibilities & Expectations (Include, but are not limited to):**
- Communicate professionally and in a timely manner with participant parents and caregivers via phone, email, and in-person
- Collaborate with all members of the GUSR team to accomplish program goals and fulfill program mission
- Ensure that CCE risk management practices are followed for all GUSR programming and activities
- Schedule and facilitate new participant orientation and onboarding, in consultation with CCE staff
- Coordinate fall semester volunteer selection process according to CCE timeline and policies
- Ensure that coordinator, volunteer, and participant information is obtained, recorded, and stored appropriately including but not limited to background checks, waivers and media release forms, health information, and demographic information
- Plan and facilitate weekly team meetings
- Support and supervise GUSR Coordinators’ work
- Monitor program spending and work with CCE staff to follow program budget plan
- Facilitate discussion around GUSR's strategies, goals, and programming
- Meet regularly with CCE staff
- Communicate with caregivers/parents about any issues that arise, track incidents and follow-up as needed, ensure that thorough records of incidents are kept and reported to CCE staff
- Participate in leadership training and on-going reflection 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 CCE staff
- Adhere to Gonzaga University and CCE 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 – 50%
- Meetings – 15%
- Programming – 20%
- 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.