**Position Overview:**
- 10-15 hours per week (including programming, office hours, and indirect hours), 1 year commitment
- Volunteer Position
- The GUSR Logistics Coordinator keeps the program organized by managing various aspects of program administration including, but not limited to, volunteer and participant rosters; waivers, release forms, and background checks; the GUSR manual; and hours reporting. The most demanding and time-intensive aspects of this position are at the beginning of the school year when the program is getting started for the year.

**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
- Manage volunteer application process, including scheduling interviews, according to CCE timeline and policies
- Obtain and update all volunteer and participant information using Civicore
- Track attendance and hours for all volunteers and participants
- Ensure that participant and volunteer information is available at all programming and events and that risk management practices are followed (e.g. waivers obtained for all in attendance, first aid kits available at all times)
- Maintain and update the GUSR manual
- 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 – 25%
- Meetings – 15%
- Programming – 50%
- Training and Reflection – 10%

*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