Gonzaga University Specialized Recreation Marketing 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 Marketing Coordinator oversees on- and off-campus marketing campaigns, creates publicity materials, manages social media accounts, and provides leadership for other activities that promote and raise awareness about GUSR and its mission.

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
- Serve as the point person for GUSR marketing and publicity efforts including, but not limited to, event advertisement, newsletters, and social media
- Create material that promotes GUSR and raises awareness for its mission using videography, photography, writing, editing, and design skills
- 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 – 40%
- Meetings – 30%
- Programming – 20%
- 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