Gonzaga University Specialized Recreation Special Events 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 Special Events Coordinator oversees all special events from start to finish including but not limited to Monster Bash, Harvest/Winter Ball, Way of the Heart Retreat, Disabilities Awareness Week, Coffee House, and Senior Goodbye.

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 special events (e.g. waivers and releases obtained for all participants and volunteers)
- Serve as the point person during all special events
- Ensure that events are engaging and safe at all times
- Set schedule and program plan for events including, but not limited to, space reservations, collaborations with clubs and organizations, food and supplies, budget management
- Oversee volunteer and participant recruitment and volunteer training/orientation for special events
- 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 – 20%
- Programming – 30%
- 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.

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Name (Print)                  Signature                      Date