**Gonzaga University Specialized Recreation Training 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 Training Coordinator plans and implements orientation for new and returning volunteers as well as ongoing training, education, and reflection activities for all students involved in GUSR.

**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 orientation, training, and reflection activities
- Plan and implement GUSR orientation, trainings, and reflection activities in collaboration with the GUSR Coordinators and CCE staff
- Serve as the point person during GUSR orientations, trainings, and reflection activities
- Ensure that orientations, trainings, and reflection activities are engaging and relevant; include best practices when working with people with disabilities including
- 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 – 10%
- Programming – 20%
- Training and Reflection – 30%

*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