Zag Volunteer Corps—Saturday of Service Student Coordinator
Student and Community Engagement

Position Overview:
- 5-10 hours per week, 1 year commitment
- Volunteer Position
- ZVC-Saturday Leaders work with CCE Americorps members to set up and facilitate all aspects of Saturday service programming including marketing and publicity, volunteer recruitment, reflection planning, and community partner relationships. Leaders adhere to principles of socially responsible community engagement and are supervised by a CCE staff member.

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
- Previous experience in CCE program preferred
- Experience working with community partners preferred
- Experience leading/managing volunteers preferred

Responsibilities & Expectations (Include, but are not limited to):
- Connect with community-based organizations to arrange Saturday service opportunities
- Recruit volunteers and market the program to students across campus
- Ensure that reflection, education, and site orientations are incorporated into each event day
- Perform administrative tasks including but not limited to tracking hours and attendance, collecting completed liability forms, and creating or updating contingency plans and emergency procedures.
- Continue development of ZVC-Saturday program vision and practices, and develop opportunities in new context with ZVC-Semester program
- Hold volunteers accountable to program requirements and expectations
- Work with CCE Americorps Members to divide responsibilities and collaborate on successful program implementation
- Meet regularly with CCE staff and ZVC-Semester leaders
- Participate in leadership training, on-going reflection, social justice education, and assessment
- Fulfill requirements of partner organizations, as applicable
- 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 – 15%
- Training and Reflection – 20%

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 _______________________________