**Zag Volunteer Corps—Semester of Service Student Coordinator**  
Student and Community Engagement

### Position Overview:
- 5-10 hours per week, 1 year commitment  
- Volunteer Position  
- ZVC-Semester Leaders serve as liaisons between student volunteers and community-based organizations to arrange on-site orientation, lead and facilitate service opportunities and ongoing education and reflection, and troubleshoot as needed. 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 in issue area preferred  
- Experience leading/managing peers and/or volunteers preferred

### Responsibilities & Expectations (Include, but are not limited to):
- Meet with assigned community-based organization and designated staff to arrange and confirm service opportunities  
- Assist with volunteer recruitment  
- Ensure that site-specific and issue-area orientations take place at the beginning of the service assignment  
- Schedule and facilitate regular reflection and educational opportunities with student volunteers  
- Perform administrative tasks including but not limited to tracking hours and attendance, collecting completed liability forms, approving service-learning hours, and creating or updating contingency plans and emergency procedures.  
- Hold volunteers accountable to program requirements and expectations  
- Communicate regularly with community partner  
- Meet regularly with CCE staff and ZVC-Semester Leaders  
- Assist in planning end of service wrap up event  
- Participate in leadership training, on-going reflection, social justice education, 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: 30%  
- Meetings: 15%  
- Programming: 40%  
- Training and Reflection: 15%

*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