

# Student Volunteer Coordinator Application

Name: \_\_\_\_\_  
Last First MI

Student ID/Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_/\_\_\_\_\_ Campus Attending: \_\_\_\_\_

FCCJ Cumulative GPA: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Major: \_\_\_\_\_

## Qualifications:

Minimum Cumulative 2.5 GPA and maintain 2.0 GPA

Must apply for financial aid

History of involvement in volunteer and campus activities (college or high school)

Ability to devote a minimum of 15 office hours per week (with flexibility as needed)

Must be enrolled in a minimum of 9 credit hours

Have available transportation

## Duties:

- |   |  |
|---|--|
| A. Research and be knowledgeable of current volunteer opportunities for FCCJ students.                    | G. Create new PowerPoint slides and update campus PowerPoint show of volunteer opportunities.  |
| B. Head one major Volunteer Project per month for FCCJ students to assist in the community.               | H. Create flyers and posters for volunteer opportunities.  |
| C. Develop ways of reaching and creating interests in students to participate in volunteer opportunities. | I. Update information on volunteer bulletin board.   |
| D. Assist with creating and implement service learning projects.  | J. Record student Volunteer Hours.   |
| E. Assist students with finding volunteer and service learning opportunities.                             | K. Be extremely knowledgeable of campus activities and events.   |
| F. Record student volunteer and service learning hours.   | L. As other duties assigned, such as assisting with large tours and assisting with set up and break down of campus events such as concerts and performances. |

List any positions of leadership/ responsibility that you've held in the past (including high school or college clubs and organizations.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe what qualities would make a good Student Volunteer Coordinator: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit this application with two letters of recommendation to the North Campus Student Life Office, room E-235. If you have questions, please call North Campus Student Engagement Coordinator, Kerry Roth at 904-766-6785.