

2022-2023 ECLIPSE Volunteer Coordinator Position Description

About the Position

The Volunteer Coordinator recruits, assists in training, and manages volunteers for various ECLIPSE service projects that address specific program and community needs. The volunteers recruited by the Volunteer Coordinator should reflect a balance of college students, local community service organizations, and others who can participate in a range of volunteer service projects. Basic volunteer service project categories include one-day, short-term, and long-term service projects.

- **300-hour term:** serve part-time during the school year.

This commitment represents the investment that ECLIPSE believes will make a substantial impact in the lives of young children and families through increased volunteering in the Eau Claire area.

Volunteer Coordinator Responsibilities

Volunteer Recruitment and Training

- Recruit required number of volunteers
- Recruit volunteers to commit to one-day, short-term, and long-term volunteer projects (details of the size and scope of these projects will be provided by ECLIPSE Program Director)
- Present ECLIPSE to campus and local community organizations, student groups, faculty, and staff to obtain volunteers, and collaborate on service events
- Co-facilitate and support training of all volunteers. Program Director will work with the Volunteer Coordinator to ensure all volunteer trainings meet ECLIPSE quality standards

Planning and Implementation

- Assist site staff in identifying volunteer projects through needs assessment and ongoing communication with partner early childhood centers
- Assist site staff in implementation of events and support volunteers for service days held at partner early childhood centers
- Assist site staff and teams with program video reviews and uploads to ECLIPSE website (subject to change)
- Research relevant community organizations to coordinate additional volunteer opportunities for Corps members
- Work with site staff, Team Leaders, and Corps members to plan annual volunteer events
- Participate in intensive pre-service and on-going trainings
- Attend periodic service days, often held on weekends

Volunteer Management and Tracking

- Work with ECLIPSE site staff to manage volunteers
- Establish and regularly update volunteer schedule and list of events
- Communicate regularly with volunteers through check-in phone calls, e-mails, and personal appreciations for their efforts
- Document and log volunteer hours in volunteer tracking system and report hours to ECLIPSE Program Director

Evaluation of Volunteer Activities

- Collect and manage feedback from all parties involved in volunteer activities, including volunteers, partnering early childhood center staff, and community members through written reports, testimonials, and verbal comments
- Share feedback with site staff to acknowledge strengths, successes and to make improvements for future volunteer activities

Time Commitment

- Serve part-time, 10-12 hours a week during the school year (weeks prior to events have increased hours)

Qualifications and Experience

Dedication to volunteerism and coordinating volunteer activities

- Experience in leadership role
- Experience recruiting, training, managing, and supporting groups of people to address community needs through service projects
- Ability to build relationships and work with volunteers, Corps members, Team Leaders, and community members
- Experience in planning and implementing events
- Desire to learn about ECLIPSE practices, including early childhood best practices

Communication

- Strong language and communication skills (written and oral)
- Ability to give presentations to large groups
- Desire to share the ECLIPSE mission with the community

Commitment to service

- Community service experience
- Ability to work with people from diverse backgrounds
- Ability to fulfill a yearlong community service commitment
- Enthusiastic and positive attitude toward helping others

Professionalism

- Ability to work well independently and collaboratively
- Maturity and good judgment in relating to ECLIPSE peers, partners, and families
- Ability to work with people from diverse backgrounds
- Availability, dependability, and willingness to be flexible
- Demonstrates ability to solve problems and think strategically and creatively
- Enthusiastic and positive attitude toward helping others

Compensation and Benefits

- Potential to earn Work-Study award during term of service
- AmeriCorps Segal Education Award upon completion of service term (\$1374.60)
- Extensive training in the field of early childhood education
- Professional training and support to implement volunteer activities and events
- Invaluable opportunity to make a difference in the lives of young children

[UWEC ECLIPSE Web Site](#): for more information and to complete a returning member application