

PVC Program Coordinator

Job Description and Expectations

☞ Job Description:

The primary responsibility of a PVC Program Coordinator is to engage other Pepperdine students in an ongoing volunteer opportunity with the specific non-profit organization with which their program works. In order to accomplish the above goal, each Program Coordinator is responsible for maintaining good communication between the Volunteer Center and the community agency with which they are working, set dates and times for the program, advertise and recruit for volunteers, attend their program, engage volunteers in education and reflection, and provide a meaningful volunteer experience. Additionally, as a part of the PVC staff, coordinators will attend monthly PVC meetings, monthly work group meetings, bi-weekly meetings with other Program Coordinators, work in the PVC a minimum of 5 hours per week plus any additional hours volunteering at the agency, attend PVC retreats and training workshops, and report monthly on program and volunteer hours.

☞ Expectations and Requirements:

- Commit to at least 1 full school year.
- Be in good academic standing.
- Be an advocate for service at Pepperdine and at local agencies.
- Display an interest and understanding in the learning that occurs with service.
- Display the ability to role model servant leader philosophy.
- Have good leadership skills and leadership potential.
- Possess good organization and communication skills.
- Ability to manage multiple projects at one time.
- Demonstrate good problem-solving skills.
- Display initiative in educating yourself and others on the social justice issues surrounding your area of service.
- Possess ability to maintain a high level of professionalism.
- Must be willing to recruit peers for their specific volunteer program.
- Attend PVC staff training at end of August.

☞ Coordinator Benefits:

- Orientation, training, and on-going supervision and support.
- Hourly salary not to exceed \$3000 for the school year.
- Friendly & supportive work environment.
- Recognition (letters of recommendation, banquet).
- Understanding of perspectives of service in regard to students, professors, and community agencies.
- The opportunity to make a meaningful contribution to Pepperdine and the surrounding communities.
- Excellent work experience.