



Colby Volunteer Center Assistant Director Position Description

The Colby Volunteer Center (CVC) is seeking dedicated, mature individuals to work side-by-side with other CVC Directors, Program Leaders, volunteers, and members of the Colby/Waterville community in order to promote volunteerism at Colby and beyond. The Assistant Director will have the opportunity to shadow experienced Directors and work part-time during the Spring Semester of 2015, before transitioning to a larger leadership role in the years to come.

Interested applicants should complete out the attached application and send it to cvc@colby.edu by Friday, February 20th. Please do not hesitate to reach out with questions you have about the position. We are available via the email address above, and you can come to talk in person at our office, Pugh 234.

About us:

The CVC is a student-run center under the Goldfarb Center for Public Affairs and Civic Engagement that seeks to provide service-oriented opportunities and resources to Colby students. We facilitate over 20 regular programs ranging from animal welfare to food security to education to medical service. Each program is run by a student Program Leader, who reports to the CVC directors.

In addition to ongoing programs, students can also volunteer on a one-time basis. The CVC helps organize and supports various community events during both the Fall and Spring Semester, including Johnson Day, the Halloween Extravaganza, the Hardy Girls Healthy Women 5K, the Polar Bear Dip, and Colby Cares Day. Other smaller service days are organized throughout the year and are publicized online.

Responsibilities:

- Help other CVC staff with day-to-day tasks such as community outreach, publicity, website maintenance, Good Deed of the Week organization, and program facilitation.
- Support in the planning of one-time events such as Colby Cares Day and Johnson Day.
- Regularly attend weekly staff meetings.
- Shadow current CVC staff via weekly office hours in order to gain hands-on experience with the intricacies of running the Center.

Qualifications:

- Candidates must have a strong motivation to facilitate and promote volunteerism in the Colby/Waterville community.
- Preferred experience in volunteer work or student organization leadership.
- Strong organizational skills.
- Ability to dedicate a 3-5 hours per week to CVC work.
- Candidates must be Colby students.

Benefits:

- Hands-on experience as a campus leader and organizer.
- Direct contact with a wide variety of community organizations, programs and leaders.
- The Assistant Director will serve as a liaison between the Campus and the greater Waterville area, and play a vital role in building stronger Colby/Waterville relations.
- This is a paid position.