



Student Voluntary Services Program Coordinator Application



VOLUNTEER!

CANDIDATE INFORMATION

Name (last, first, middle): _____

Campus Address: _____

Campus Phone: _____ E-MAIL: _____

Summer Address: _____

Summer Phone: _____ Dates for Summer Contact: _____ to _____

Class Standing, next semester (circle one): Freshman Sophomore Junior Senior Graduate

Major: _____ Minor: _____ CUM G.P.A.: _____

Anticipated course load (number of hours) for next semester: _____

Please List two References:

1 Reference Name: _____ Phone: _____

2 Reference Name: _____ Phone: _____

Release: I understand that I am applying for a volunteer Program Coordinator position with Student Voluntary Services and have read the Program Coordinator Expectations page attached to this application. I give SVS permission to check my qualifications for this position, including my references, grades, limited criminal history background check, and credit hour status.

Signature: _____ Date: _____

- ❖ Please complete the attached questions
- ❖ Please review the attached Program Coordinator Expectations
- ❖ Include a copy of your current schedule to assist in scheduling a Program Coordinator Interview
- ❖ Be available to attend mandatory PC retreat
- ❖ Indicate below any preferences you may have for program assignments

I prefer to serve where I can be best utilized by Student Voluntary Services

I prefer to serve with the following **Community Service Programs (specify)**

1. _____ Day: _____ Time: _____
2. _____ Day: _____ Time: _____
3. _____ Day: _____ Time: _____

I prefer to serve with the following **Tutoring Programs**

*** (specify prog. name and specific time i.e. 2-4; 2-5; 2:30-4:30; 3-5 or 3-6)**

1. _____ Day: M T W R
2. _____ Day: M T W R
3. _____ Day: M T W R



Student Voluntary Services Program Coordinator Application



- I am interested in assisting with an SVS Special Program/Event (Fall Festival, Leaf Raking, Second Saturday, Angel Tree, MLK Day of Service, Dr. Seuss Literacy and Arts Fair, Lend-A-Hand Day, Spring Luau)

1. _____
2. _____
3. _____

Please answer the following questions on a separate sheet and attach to this application.

1. **List organizations/activities in which you have been involved while at BSU; indicate relevant dates; indicate leadership positions, if any, held.**
2. **Describe the role volunteering has played in your life.**
3. **Describe the unique qualities you possess that you hope to contribute to SVS.**
4. **If you were trying to convince one of your peers to volunteer their time, what benefits would you make sure to highlight?**
5. **Discuss how you believe volunteerism impacts the individual as well as the Ball State and Muncie communities.**
6. **If you were given \$1000 to donate to any non-profit agency, where would you donate it and why?**



Student Voluntary Services Program Coordinator Application



Program Coordinator Expectations

** Please keep for your reference **

The SVS **Program Coordinator** is a valuable student leader position that requires a significant level of responsibility, including teamwork, individual & group communication, and planning & organization. A great sense of humor is a plus!

Program Coordinators serve as the main point of contact for individual agency sites and Ball State volunteers. PCs are a critical link to the success of a positive volunteer experience. PCs also serve in key roles in planning special volunteer events each semester and serve on the SVS Coordinating Council.

- 1) Participate in Program Coordinator Training in August and January
- 2) Participate in SVS Recruitment Fair and other volunteer recruitment and placement activities
- 3) Maintain Communication
- 4) Contact volunteers immediately upon placement
- 5) Provide volunteers with an initial orientation to site; describe program, responsibilities and expectations
- 6) Arrange for on-going training and support to volunteers, as needed
- 7) Stay informed and share with volunteers additional opportunities to perform service (one-time projects)
- 8) Serve on at least one One-Time Event committee
- 9) Develop a communication system to notify your participants, the site contact & SVS of changes
- 10) Maintain attendance logs for all volunteers; verify accuracy of attendance
- 11) Serve as liaison between service site, SVS, and volunteers
- 12) Notify SVS Staff if problems occur with volunteers or at site
- 13) Attend mandatory bi-weekly SVS Program Coordinator (Coordinating Council) meetings, Thursdays, 6:30-7:30 pm.
- 14) Attend Program Coordinator Recognition Event at end of each semester
- 15) Uphold and enforce code of conduct
- 16) Be punctual, and honor appointments and scheduled events
- 17) Notify SVS Staff at least 24 hours in advance if program will not go out or needs to be cancelled
- 18) Be a positive representative of Student Voluntary Services & Ball State University

This is an exciting opportunity to serve others, gain career-related transferable skills, explore a career path and strengthen your sense of civic involvement while making a difference in the lives of others.

These are highlights of the expectations. A more detailed list is available upon request and will be covered during the mandatory training session at the beginning of each semester.

Student Voluntary Services
305 N. College Ave.
(765) 285-3476 or 285-1094
<http://www.bsu.edu/svs>