

FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Newman Volunteer Center

POSITION: Campus Minister NVC

SUPERVISOR(S): Doris Nordin

PURPOSE / ROLE: Volunteer programs support

QUALIFICATIONS: Interested in helping organizations to serve, in learning to use word and excell, and in setting areas for donations storage.

CONTRACT DATE: FALL/SPRING SEMESTER FOR CURRENT ACADEMIC YEAR

RATE OF PAY: STATE MINIMUM WAGE

SCHEDULE: VARIES TO ACCOMMODATE STUDENT'S CLASS SCHEDULE

DUTIES AND RESPONSIBILITIES:

Click or tap here to enter text.

The student will be in an environment that encourages serving to one another.

They will be in charge of

- Helping with advertising (fliers and social media) to get more student volunteers!
- Updating a data base of people who are helped financially and in deed. Records will need to be input in Word & Excell
- Getting material ready for the After School Program, Amigos & Friends (English tutoring)
- Setting up for After School Program (includes cleaning room and bus0
- Organizing donations for Matthew 25 (serves homeless), and St. Vincent de Paul Society (serves the poor in the area)
- Other office work related to maintain the programs running.

Click or tap t8/16/2023o enter a date.