



Job Title: Volunteer Coordinator

Department/Program: Resource Center for Sexual & Gender Diversity

Number of Openings: 1

Days/Hours & Duration of Job: Monday - Friday between 9:00AM – 6:00PM. Up to 13 hours/week.

Wage/Salary:

Employment Start Date: September 21, 2020

Application Deadline: May 4, 2020, at 9:00am

About Resource Center for Sexual & Gender Diversity (RCSGD)

The RCSGD at UC Santa Barbara facilitates the intersectional inclusion and representation of the identities, experiences, and concerns of lesbian, gay, bisexual, trans, queer, intersex, and asexual (LGBTQIA+) students, staff, faculty, alumni, and community members. RCSGD staff and volunteers, in collaboration with campus partners, promote the celebration, development, scholarship, and success of the LGBTQIA+ community through advocacy, education, programming, and resource creation and referral.

The RCSGD uses intersectional and social justice lenses to work toward trans justice, queer justice, racial justice, and other forms of justice by examining and combating oppressive systems, including white supremacy, heterosexism, misogyny, patriarchy, and xenophobia.

For more information, please visit <http://rcsgd.sa.ucsb.edu/>

Job Description:

Work closely with the Program Coordinator to recruit, train and direct volunteers for the RCSGD and develop programming geared towards new students to UCSB.

Job Duties:

- Serve as the main point of contact for the RCSGD Volunteer Program.
- Coordinate with the Program Coordinator to manage aspects of the Volunteer Program, including scheduling and organizing volunteers.
- Onboard new volunteers through sharing information about the center and procedures related to office management, event planning, and outreach.

- Coach RCSGD volunteers in planning events for the center, in the RCSGD lounge, residence halls, and other parts of campus.
- Help the volunteers develop professionally and academically through weekly development seminars.
- Assist the Program Coordinator in organizing events aimed at new (first- year, transfer, and non-traditional) students, such as Into the Night, LGBTQ Orientation, and IdentiTEAs.
- Develop original programming and/or resources possibly in collaboration with student organizations, the Transfer Student Center, or Queer Commission.
- Participate in administrative duties of the Center.
- Serve as a resource for other coordinators and career staff to use when needed.
- Collaborate with the coordinators in their positions to create programs or to assist with their programs.
- Co-facilitate Queer Trans Identities and Experiences Seminars (QTies) with the Education Coordinator and Graduate Assistant for Education Initiatives.

Qualifications:

- Be a current UCSB student in good standing
- Attend a mandatory student staff training from September 21 to 25, 2020
- Attend a mandatory weekly staff meeting
- Preferred experience in leadership positions and project management
- Excellent written and verbal communication skills

For more information or questions regarding this job opportunity, please contact:

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