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 15 hours/week.
Wage/Salary:
Employment Start Date: September 16, 2019
Application Deadline: May 6, 2019, at 9:00am

About Resource Center for Sexual & Gender Diversity (RCSGD)
The Resource Center for Sexual & Gender Diversity (RCSGD) works with students, staff, and faculty to ensure that LGBTQIA identities, experiences, and concerns are represented and addressed at UCSB. The Center aims to create a vibrant and engaging environment through social and educational programming, volunteer and leadership opportunities, and a comfortable and welcoming social and study space. Our professional and student staff members provide support and advocacy on campus. The RCSGD hopes that all LGBTQIA students can thrive at UCSB, feeling safe, affirmed, and valued on campus.

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, marketing 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.
- 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 IdentTeas.
- Develop original programming and/or resources aimed at new students, possibly in collaboration with student organizations, the Transfer Student Center, or Queer Commission.
- Participate in administrative duties of the Center.
Qualifications:
- Be a current UCSB student in good standing
- Attend a mandatory student staff training on September 16-20, 2019
- 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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