

Civic Engagement & Volunteerism Office



EASTERN ILLINOIS UNIVERSITY™

Graduate Assistant Position Description

Contract: 12 Month, June 1, 2019-May 31, 2020
Hours/Week: 20 hours a week during the academic year and 15 hours (May-July)

Civic Engagement and Volunteerism primary focus is to engage and inspire our campus community to become engaged with meaningful service/volunteer opportunities in our community. Last year our students gave over 130,000 hours of service. We need to make sure our opportunities are relevant to their interests and educational goals, and help them learn they can change the world for the better by volunteering.

We are looking for a Graduate Assistant who can be an extension of our leadership team in and outside of our office, who can thrive in a busy ever changing environment, and be a cheerful problem solver. Our office is constantly planning upcoming events, recruiting volunteers, supporting students' needs and inquiries, and connecting with community partners.

Assist with Event Planning/Implementation

- Brainstorm potential service projects and special events
- Assist with ALL aspects of planning events for up to 1300 students (budgeting, marketing, contract management, faculty/staff engagement, day of event leadership) including events such as Jumpstart, Family Weekend Service, MLK Day of Service, and Panther Service Day
- Serve as a liaison between local agencies to identify, plan and coordinate events
- Lead daily/weekly/monthly events independently

PLAY Programs (Chief Play Officer)

- Recruit and supervise up to twelve PLAY Captains
- Create and lead trainings for all volunteers involved with the PLAY program
- Coordinate bi-weekly PLAY Captain meetings and monthly PLAY volunteer meetings
- Assist PLAY Captains with planning age-appropriate activities for after-school programs
- Serve as a liaison between numerous (approximately seven) after-school program sites and their coordinators

Oversee Service to Go Indirect Service Projects

- Respond to emails from students, faculty, and groups making requests for supplies
- Research and identify cost effective projects that would benefit our community partners
- Pull appropriate amount of supplies for each project and keep track of supply inventory
- Update and maintain the Service to Go Project Directory and the Service to Go Machform

Summer Meal Program

- Act as the lead staff member to coordinate pickup and delivery of food Monday-Thursday
- Maintain accurate compliance with all grant and Health Department expectations
- Effectively market the program to increase participation

Civic Engagement & Volunteerism Office



EASTERN ILLINOIS UNIVERSITY™

Plan and Coordinate the EIU Hunger Action Month

- Brainstorm events/activities to raise awareness about local hunger and poverty issues
- Coordinate events including a Coin Wars, Hunger Strike, and Cookies for a Cause
- Coordinate service opportunities related to food/hunger
- Fundraise for 3 local food pantries and assist with acquiring a food permit to sell food if needed

Collaborate on Meet and Greet Project

- Prepare all materials needed to hand out to our neighbors
- Coordinate and invite leadership from Charleston, Campus and Student Government to assist with the Good Neighbor program
- Attend monthly Alcohol Coalition meetings

Take the Lake Coordinator

- Plan and oversee the Take the Lake event as part of Welcome Weekend
- Ensure we have interesting and fun activities for students to participate with
- Coordinate with New Student and Family Programs to ensure appropriate Marketing
- Coordinate with city partners (the City of Charleston, the Boy Scouts) for activities

Make a Difference Day during Family Weekend

- Plan, market, and oversee service opportunities for our students and their families as part of Family Weekend (one on campus indirect service project and one off campus event)
- Thank our students and their families for volunteering after the event

One Stop Community Christmas

- Take the lead on all social media outlets for One Stop Community Christmas to engage and educate the community (both clients and business partners)
- Ensure that we have food donations for the 800 volunteers for the day of the event
- Create a sponsorship strategy to entice and engage our community partners to increase involvement
- Coordinate the October Socktober effort to obtain sock donations

Assessment

- Maintain documentation on service hours completed monthly through our volunteer events
- Coordinate service hour verification emails to volunteers weekly
- Pull volunteer demographic reports and analyze

Other duties as assigned

For additional information on how to apply for this graduate assistantship, please visit or contact:

Beth Gillespie, Interim Director
Crystal Brown, Assistant Director
Civic Engagement and Volunteerism
600 Lincoln Avenue Charleston, IL 61920
217/581-3967volunteer@eiu.edu