

Student Leader - Volunteer Coordinator Extreme Stater - 2017

Purpose:

This position is responsible for recruiting, selecting, and training volunteers to assist with Penn State's Extreme Stater on October 14th 2017. This leadership position provides practical, hands-on experience with the coordination, planning and implementation of all volunteers for Penn State's Extreme Stater. The volunteer coordinator will work with the marketing coordinator to create materials (e. g., flyers) to help recruit volunteers. The volunteer Coordinator will report to both the Coordinator of Vertical Adventures and the Coordinator of Health Promotion and Wellness.

Principle Duties and Responsibilities:

1. Assist professional staff with operations leading up to the Extreme Stater.
2. Participate in planning meetings in preparation for the event. Report on progress recruiting and training volunteers
3. Work with other student leaders (PR & marketing, resource/logistics, and donations coordinators) to deliver an outdoor adventure race.
4. Work with professional staff to determine the number of volunteers needed to execute the event.
5. Recruit, train and manage volunteers. Connect with staff on campus to distribute volunteer recruitment materials.
6. Provide strong leadership skills to create an "all hands on deck" team atmosphere.
7. Coordinate pre-event training and facilitate day-of event procedures for volunteers.
8. Collect feedback from volunteers (after event) and send thank you letters.
9. Attend Extreme Stater on October 14, 2017 at Stone Valley. Assist with set-up and breakdown.
10. Perform other duties as assigned.

Learning Opportunities:

Through this leadership experience, the student will learn about planning, team work, and implementation of an event at a large university. Primary responsibilities include hiring, training and coordinating student volunteers to staff Penn State's Extreme Stater. This position will have the opportunity to work closely with the Adventure Recreation Coordinator to determine the number of volunteers required for a 100 participant obstacle race and will manage the team of volunteers to guarantee each volunteers knows their specific duties (e. g., assistance at the ropes course). The individual will be responsible for communicating event details (e. g., transportation, location, start time, etc.) to all volunteers. The volunteer coordinator will collaborate with the marketing coordinator to design promotional materials to recruit volunteers. Once volunteers are chosen, the coordinator will conduct, with assistance from professional staff, trainings to ensure consistency and safety at each race obstacle.

Qualifications:

Applicants must be a full-time student enrolled in any undergraduate program at Penn State. We are looking for someone with strong interpersonal skills and an ability to inspire others to participate. The individual must possess strong verbal and written communication skills. We are looking for an individual who is an innovative problem-solver and solution seeker. Experience with leading teams or a group is desirable. The individual must be flexible and available to meet during the morning or evening and some weekends; collaboration and commitment with a team is a requirement. Knowledge of and/or special interest in outdoor recreation is preferred but not required.

To Apply:

Send your resume and cover letter by April 14, 2017 to Erin Raupers (eeg5005@psu.edu), Coordinator, Health Promotion and Wellness.