

## **Job Description**

Carroll University  
**VOLUNTEER CENTER**  
100 N. East Avenue  
Waukesha, WI 53186

### Purpose of Job:

- To assist with the day-to-day functions of the Carroll University Volunteer Center
- To encourage and support student volunteerism in the Waukesha community

### Duties & Responsibilities:

- Coordinate and plan service project opportunities for students, campus organizations, and annual Days of Service
- Develop publicity and marketing materials for the Volunteer Center, includes managing social media presence
- Provide support and assistance to community partner organizations
- Assist with planning poverty awareness events and activities
- Supervise one-time service projects, requires van certification and occasional non-traditional work hours
- Track and record student volunteer hours
- Other duties as assigned

### Job Qualifications:

- Excellent communication skills
- Ability to work in a collaborative environment
- Flexible schedule
- Excellent time management skills
- Graphic design experience is preferred

### Supervisor:

- Katy Launius  
(262) 524-7102