

## College Goal Sunday Washington Job Descriptions



The following are job descriptions for potential volunteers and/or task force members.

### **PRE-EVENT ACTIVITIES**

**Community Outreach/ Sponsorship Solicitation:** Community Outreach coordinators are responsible for identifying and securing possible sponsorship relationships and products within the community to help encourage students and families to attend College Goal Sunday Washington. These volunteers will be responsible for sending letters to schools, community members and local businesses to solicit support for College Goal Sunday Washington. Candidates should have previous experience working as a gifts-in-kind officer or any other related training. Ideal candidate will have excellent communication skills. Each site should seek to secure a sponsor for food and beverages for the event as well as donors of items for raffles and give-aways. Volunteers will be expected to commit approximately 5 hours a week leading up to the event.

**Phone Bank:** Phone Bank volunteers can be responsible for retrieving and answering messages regarding College Goal Sunday. Candidates must possess strong communication skills and the ability to research responses. Volunteers may be expected to commit 5 hours a week leading up to the event. Spanish speakers strongly encouraged to apply!

**Volunteer Recruiter/Coordinator:** Volunteer recruiters/coordinators are responsible for all aspects of volunteer recruitment and coordination including

raising local awareness about College Goal Sunday, engaging volunteers and building volunteer capacity. Volunteer recruiters handle the coordination of all volunteer communication including emails, phone calls and relaying pertinent information to volunteers regarding meetings, trainings and other requirements. Candidates should possess knowledge of volunteer management procedures. The ideal candidate will have excellent leadership and communication skills. Volunteers will be expected to attend volunteer meetings and trainings set by task force lead. This person will work closely with the Logistical Task Force Lead.

**Administrative:** Administrative volunteers perform a variety of clerical duties that range in complexity. These duties may include word processing, scheduling meetings, providing general correspondence, preparing paperwork and distributing mail. Ideal candidate will have basic knowledge of standard office procedures and computer skills. Volunteers will be expected to commit 5 hours a week leading up to the event.

### **EVENT ACTIVITIES**

**Site Coordinator:** The site coordinator is responsible for managing location logistics including: site setup, booth organization, and volunteer management. This position requires strong leadership skills and event planning skills. Volunteers will be expected to attend volunteer meetings and trainings set by task force lead. They will also be required to work for approximately 4-6 hours on event day. Where appropriate, this role may be filled by the Logistical Task Force Lead.

**Logistical Support:** Logistical support volunteers assist in all logistical details of the event including room set-up, logistical planning, working with vendors and coordinating site details. This candidate must have excellent written and oral communication skills with the ability to meet deadlines. Candidates must be very detail oriented. Ideal candidates should have the ability to work in a fast paced and multitasking environment, with experience in event planning. Volunteers will be

expected to attend volunteer meetings and trainings set by task force lead. They will also be required to work for approximately 4-6 hours on event day.

**Registration Support:** Registration support volunteers will distribute College Goal Sunday Washington registration forms to students and families on event day and provide assistance with any questions, concerns and problems that may occur in the registration process. The ideal candidate will have excellent communication skills and experience with customer service. Volunteers will be expected to attend volunteer meetings and trainings set by task force lead. They will also be required to work for approximately 4-6 hours on event day.

**Site Greeters and Guides:** The site greeter/guide is responsible for welcoming all attendees, answering questions about College Goal Sunday Washington and directing attendees to the appropriate area. This position requires sharp communication skills and a desire to assist others. Volunteers will be expected to attend volunteer meetings and trainings set by task force lead. They will also be required to work for approximately 4-6 hours on event day.

**Admissions Experts:** The admissions expert is responsible for providing all attendees with information regarding the college admissions process and the role of financial aid. This position requires extensive knowledge of the admissions procedure and financial aid. Volunteers will be expected to attend volunteer meetings and trainings set by task force lead. They will also be required to work for approximately 4-6 hours on event day.

**Site Ambassador:** The Site Ambassador is responsible for speaking briefly at the event and will act as the site's emcee to ensure a smooth flow for the day's activities. The Ambassador will conduct the raffle and make any needed announcements. This position requires strong public speaking skills, charisma, and the ability to connect with the target audience. Volunteers will be expected to attend volunteer meetings

and trainings set by task force lead. They will also be required to work for approximately 4-6 hours on event day.

**Translators:** Translation volunteers must assist non-English speakers with understanding the financial aid and the FAFSA application. We are seeking translators with skills in the following languages: Spanish, Mandarin, Vietnamese, Russian and others as dictated by the target populations at each site. Candidates must be fluent and comfortable reading, writing and speaking in the given language and English. Ideal candidates will be polite, patient, and comfortable working in small groups. Volunteers will be expected to attend volunteer meetings and trainings set by task force lead. They will also be required to work for approximately 4-6 hours on event day.

**Academic Counselor/Advisor:** The counselor/advisor is responsible for providing all attendees with information regarding high school, college and financial aid planning. Ideal volunteers will have experience working as an academic advisor or in a similar setting. Volunteers will be expected to attend volunteer meetings and trainings set by task force lead. They will also be required to work for approximately 4-6 hours on event day.

**Technical, Audio and Visual Support:** This volunteer will be responsible for the coordination of all technical, audio and visual needs to ensure the success of College Goal Sunday Washington event. They will arrange for the delivery and set-up of equipment and remain on site on event day to provide any support that may arise. This position will require working closely with any musical entertainment that is present at the site. This person will also be responsible for the take-down of equipment. Volunteers will be expected to attend volunteer meetings and trainings set by task force lead. They will also be required to work for approximately 4-6 hours on event day.

**Financial Aid Expert:** Financial aid expert volunteers are responsible for providing assistance to students and parents completing FAFSA paperwork. Candidates must have experience working in a financial aid office. Ideal candidates desire to help others and are comfortable working in a busy environment and with sensitive information. Volunteers will be expected to attend volunteer meetings and trainings set by task force lead. They will also be required to work for approximately 4-6 hours on event day.

**Tax Support:** Tax support volunteers are responsible for providing on-site tax support for College Goal Sunday Washington attendees. This may include answering tax related questions and helping attendees fill out tax forms. Tax information is required for FAFSA's completion and many families in the target populations struggle with the complex nature of tax procedures. Tax Accountant volunteers are critical to the success of College Goal Sunday Washington and for assisting students and families in tackling a difficult aspect of the financial-aid application process. Ideal candidates have a Bachelor's degree in Accounting or related finance field, are a Certified Public Accountant (CPA), or have experience working in a similar field. Volunteers will be expected to attend volunteer meetings and trainings set by task force lead. They will also be required to work for approximately 4-6 hours on event day.

### **POST EVENT ACTIVITIES**

**Clean-up:** Clean-up volunteers are responsible for leaving the College Goal Sunday Washington site in pristine condition at the conclusion of the event. This entails removing all of the College Goal Sunday Washington materials from the site and coordinating venue clean-up. Duties may include removal of tables, chairs, equipment, paperwork, advertising, and garbage. Ideal candidates will have a positive attitude, be willing to work independently and able to lift 25 lbs. Clean-up volunteers are required to work for approximately 2 hours on event day.

**Evaluation:** Evaluation volunteers are responsible for distributing evaluation forms to attendees and for gathering them at the conclusion of the event. Ideal candidates have strong communication and organizational skills. Volunteers will be expected to attend volunteer meetings and trainings set by task force lead. They will also be required to work for approximately 2-4 hours on event day.

**Administrative:** Administrative volunteers perform a variety of clerical duties that range from routine to moderately complex. These duties may include word processing, providing general correspondence, preparing paperwork and distributing mail. A primary responsibility of the post-event administrator will be the input of registration information. Ideal candidate will have basic knowledge of standard office procedures and computer skills. Volunteers will be expected to commit 5 hours a week until follow-up work is completed. Increase the number of students, especially those from at-risk populations, who complete their FAFSA.