POSITION DESCRIPTION AND PERFORMANCE EXPECTATIONS
VOLUNTEER COORDINATOR

Texas Tech University
Office of LGBTQIA

Job Responsibilities:

1. Volunteer Coordination (80%): The Volunteer Coordinator will develop and maintain a range of volunteer opportunities to assist in furthering the Office’s mission. This may include regularly surveying members of the Power Team to assess their needs, developing volunteer service descriptions in coordination with the Graduate Assistant, and assist with the onboarding process for volunteers.

2. Programming Support (10%): The Volunteer Coordinator is expected to participate in the development and implementation of at least one program or training opportunity per semester in support of the Office’s mission.

3. Other Duties as Assigned (10%): These duties may include office support, participation in regular staff meetings and check-ins with the Graduate Assistant, and maintaining a professional and affirming cubicle space for other employees, volunteers, and Office visitors.

Requirements: The Volunteer Coordinator must possess strong communication and record keeping skills. They must have intermediate skills at a minimum with Microsoft Office products. They must have a demonstrated knowledge regarding the concerns and issues of LGBTQIA individuals. Understanding of multiple and intersecting identities is preferred. Be able to work independently and as a contributing member of the Office’s Power Team. The Student Assistant should be able to identify potential tasks and take initiative to complete them under the supervision of the Graduate Assistant.

Performance Expectations: The Lead Administrator for LGBTQIA, in consultation with the Graduate Assistant, will assess each of the six categories listed above twice per semester (Mid-March, Early May, Mid-October, using the following scale: 1 – Consistently Below Expectations; 2 – Frequently Below Expectations; 3 – Below Expectations; 4 – Strong Performer; 5 – Above Expectations; 6 – Frequently Above Expectations; and 7 – Consistently Above Expectations. Additional areas of evaluation will include: Leadership Ability; Decision Making; Conflict Resolution; and Initiative.

Remuneration: Volunteer Role

Hours: While this role is in a volunteer capacity, the individual is expected to develop a schedule that must be approved by the Graduate Assistant to ensure the needs identified in this description are being met as best possible. Night and weekend hours are required at various times throughout the year.