



## Job Description

**Job Title:** SALSА Coordinator  
**Responsible to:** Volunteer Services Director  
**Responsibilities:** SALSА Coordinator is responsible for the programming and operations of the SALSА (Serve And Learn Student Association).

### **Provide programming, operations and strategic planning for the SALSА Program.**

1. Plan agendas, arrange speakers, recruit projects and facilitate all Serve and Learn Student Association (SALSА) meetings at Washington, Lincoln, Roosevelt, Jefferson High Schools and Brandon Valley High Schools.
2. Provide regular communication with the SALSА Members and parents upcoming volunteer opportunities.
3. Oversee Youth Action Council (YAC) student leadership team including selecting members, facilitating meetings and summer planning.
4. Facilitate all SALSА volunteer events and group activities.
5. Maintain regular communication with teacher and principal contacts at the schools served.
6. Maintain a comprehensive and accurate database to record and validate youth volunteer hours, and provide hours to students upon individualized requests.
7. Work with Volunteer Services Director in the strategic planning for SALSА.
8. Assist with events and activities related to SALSА/Leo and the Downtown Lions including attend Downtown Lions Meetings and schedule their Monthly SALSА/Leo Speakers.
9. Plan and execute annual recognition luncheon for students over benchmark hours of service.

### **Facilitate and train non-profit volunteer organizations to utilize youth volunteers.**

1. Develop and maintain excellent relationships with area nonprofits and help connect students with opportunities.
2. Support volunteer coordinators to utilize SALSА volunteers by listing their volunteer needs, inviting them to speak at monthly meetings, and partnering with them on SALSА-Wide events.
3. Problem solve with coordinators regarding issues of utilizing youth volunteers.

### **Provide reporting of youth volunteerism as required by agency.**

1. Meet weekly with the Helpline Center's Volunteer Services Director.
2. Provide monthly reports on contacts, referrals and progress to the Volunteer Services Director.

### **Professionalism**

1. Support and carry out the mission of the agency.
2. Follow agency policies, including personnel and programmatic.
3. Participate in the agency and demonstrate team participation and a work place philosophy that enriches staff's ability to reach goals and provide a high level of customer service.
4. Develop professional and personal growth through opportunities and involvement.

**Additional Duties**

1. At times staff will be required to perform additional duties beyond those specified.

**Personal Development**

1. Attend DOVIA meetings to develop relationships and network with volunteer coordinators.
2. Strengthen public speaking skills with periodic presentations to agencies and civic groups.

**Qualifications:**

1. Strong oral and written English language skills
2. Excellent initiative, organizational skills, flexibility
3. Ability to supervise volunteers
4. Desire to work with youth
5. Working knowledge of computer and software programs
6. Offers of employment contingent upon acceptable background check

**Hours:** 20-25 hours per week during school year (August – May).

Updated: 7/13/2021

Employee Signature

Date

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Supervisor Signature

Date

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