

# Wooster Volunteer Network Executive Board

## 2010-2011 Application Packet

*The Wooster Volunteer Network is a student-run organization that is committed to promoting volunteerism and to raising social awareness within The College of Wooster community. Through extensive service opportunities, volunteer program houses, and national and international alternative breaks, WVN encourages students to incorporate service into their education and to reflect on their personal experiences and on broader, underlying societal issues. Likewise WVN acts as a resource and educational service for the College of Wooster student community and provides a link between the student population and the greater community.*

**The WVN Executive Board is comprised of a group of approximately fifteen students devoted to promoting service on The College of Wooster campus. Now is your chance to join this dynamic organization!**

WVN Board members take on various roles including:

- linking with community agencies to identify service needs that exist in the community
- maintaining a database and information about students who want to volunteer
- encouraging students to consider volunteerism as part of their educational experience
- planning and participating in campus-wide volunteer activities such as Volunteer Week
- providing a funding process and a means of transportation for all volunteer groups on campus
- supervising the program houses and other campus volunteer groups

Serving as a member of the Wooster Volunteer Network Board requires a *significant* time commitment. Board members spend an average of **three to six hours each week** on WVN responsibilities and much more during busy weeks. All positions are non-paid.

**Applications are due in the WVN office (Mail Box#: 2966) by Friday April 1<sup>st</sup> at 5pm.**

**Individual interviews will be held on Monday, April 4 from 6-10pm in Lowry backroom. When submitting your application, you must sign up for an interview time (on a first come, first serve basis) at Lowry front desk.**

**If you have questions or concerns, please don't hesitate to contact Linda Morgan-Clement, advisor to the Wooster Volunteer Network, at x2563 Lauren Grimanis or Thom Gable, WVN Co-Chairs, at [lgrimanis12@wooster.edu](mailto:lgrimanis12@wooster.edu), or [tgable11@wooster.edu](mailto:tgable11@wooster.edu).**

# WOOSTER VOLUNTEER NETWORK

## APPLICATION FOR THE 2010-2011 EXECUTIVE BOARD

---

This application is due in the WVN office by Friday, April 1<sup>st</sup> at 5pm to the Overholt mailbox #2966. Remember to sign up for interviews at Lowry front desk when you submit your application.

---

**Name:**  
**Email:**

**Class Year:**  
**Box Number:**

### **Position Descriptions:**

While WVN Executive Board members are committed to promoting volunteerism on campus, the main focus of the board is of administration and education. Each board member has weekly responsibilities relating to their specific position; however, all board members will also participate in planning WVN events and activities. Please see the attached sheets describing the responsibilities of positions and check all the positions in which you would be willing to serve.

- Housing Coordinator
- Agency Contact
- Outreach Team
- Campus Service Coordinator
- Off-Campus Service Trips Coordinator
- International/Global Volunteering Contact

**All positions require enthusiasm, creativity, willingness to serve as part of a group, and good communication skills. Even if you have not applied for a position, it may be assigned to you if the interview team feels it best suits you and the Executive Board. For a description of Board Positions and respective duties please see the attached sheet marked *WVN Board Position Responsibilities*.**

**Please note:** You need not have had any previous volunteering experience to apply for any of these positions. We are always seeking first time volunteers and encourage you to apply, assuming you have an interest in volunteer work.

Please answer the following questions (use additional sheets of paper):

### **QUESTIONS FOR NEW APPLICANTS:**

1. What previous volunteer and/or group leadership experiences have you had in high school and/or college? What have you gained from these experiences? How do these past experiences and your commitment to volunteering prepare you to take on leadership roles of education and administration on the WVN Board?
2. What are some ways that your contributions to the WVN Board would strengthen and assist in achieving WVN's mission to connect students to volunteering agencies?
3. What techniques do you use to stay organized? Please be detailed.

### **QUESTIONS FOR RETURNING APPLICANTS:**

1. What do you feel is the most essential part of the Board? How would you change the Board?
2. What was the most rewarding or successful experience you had as a part of the Board?
3. What was the most challenging experience you had on the Board and how did it help you grow or learn?

**QUESTIONS FOR ALL APPLICANTS:**

4. What do you expect of yourself and of other members of the Board? What are the skills, group dynamics, and commitments that you view as necessary to having a functional and productive executive board?
5. What other organizations, sports, or groups do you plan on being involved with next year? How much time will you be able to dedicate to WVN per week?

Thank you very much for submitting your application. We look forward to meeting you and appreciate your interest and enthusiasm in the Wooster Volunteer Network.

## WVN Board Position Descriptions

**HOUSING COORDINATOR:**

- Supervises all housing programs:
  - o Required volunteer of 8hrs/month
  - o Runs application process
  - o Monthly reflection
- Coordinates housing funding with Treasurer
- Maintains regular contact with house Student Coordinators, Advisors, and community Agency Contacts
- Link between Residence Life and WVN
- Coordinates and participates in the student coordinator training sessions and fall orientation for houses
- Organizes and runs Just Desserts, informational meeting for house applicants

**AGENCY CONTACT/ DATABASE:**

- Responsible for contacts and database of all off-campus organizations
- Maintains up-to-date information and brochures on volunteering
- Organizes Fall and Winter Agency Fairs
- Contacts agencies regarding and following up with WVN Program Houses
- Morris Service Award: contact agencies for nominations and reviews nominations

**OUTREACH TEAM:**

- The Outreach Team structure is created based on the needs of the campus and WVN's year goals
- Liaison and contact for students interested in volunteering opportunities
- Maintains relationships with students on campus interested in volunteering
- Responsible for working as a team to design a strategic plan to reach all students on campus including teams, groups, organizations, special-interest, and individuals.
- Designs and organizes volunteer programs based on student population interests and needs.
- Reports to board about needs and desires of the campus regarding volunteering and WVN
- Works as general publicity for WVN
- Organizes forums to give updates on WVN and for students to give suggestions and be involved in WVN operations

- Outreach will use avenues such as the Voice/Pot, WVN website/Facebook, and the WVN bulletin board

#### **CAMPUS SERVICE COORDINATOR**

- Organizes periodic service activities for the campus community
- Contacts agencies that would love student volunteers, sets up transportation, and does publicity for service events
- Is constantly looking for unique volunteer opportunities in Wooster and in the greater Ohio community
- Organizes and delegates tasks for the board at service events.

#### **OFF-CAMPUS SERVICE TRIPS COORDINATOR:**

- Coordinate Breakaway Trips, including West Virginia, Hurricane, and in alternate years, an international project
- Does not have to attend the trips, but will need to follow up with trip
- Coordinate with the Treasurer of WVN to budget the Breakaway trips
- Advertise trips
- Recruit members for trips by working
- Design a reflection period for all students who participate in any Breakaway trip

#### **INTERNATIONAL/GLOBAL VOLUNTEERING CONTACT\*new**

- Collaborates with campus departments and programs to make international volunteering more accessible for students
- Actively looks for strong and reliable international volunteer opportunities
- Helps guide students who are interested in global volunteering
- Contacts students who have had an international volunteering experience