

Job title	<i>Y-toss Program Leader</i>
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Position description

Support sustainability at Virginia Tech in a planning and project management volunteer position. This student led initiative allows volunteers to use or find others with skills in areas including planning, servant leadership, communications and marketing. The team and its volunteers plan and advertise for the collection of gently use items at the end of the school year to save usable items from the landfill, then sell those useful items when students return and new Hokies arrive. All proceeds go to the VT YMCA.

Responsibilities

Responsibilities include but are not limited to:

- Event coordination
- Stakeholder communications
- Volunteer recruiting
- Planning and project management
- Volunteer guidance before and during events

This position varies in time commitment with a minimum of two hours per week- finalizing logistics and event coordination may require significantly more time commitment.

Qualifications

Must have a collaborative approach, Ut Prosim philosophy and can-do attitude to get things done, with little supervision.

Required Qualifications:

- Active/enrolled student at Virginia Tech in good standing

Preferred Qualifications:

- Knowledge or experience in Marketing/Advertising, Accounting, Leadership, Public Speaking, Project Management, Planning or Finance

Important program deadlines

Budget submittal – November

Initial stakeholder meeting – December

Planning – Fall semester

Event Advertising and Volunteer Solicitations – Spring semester

Collection Event – May (dates coincide with students moving out of dorms)

Sales Event – August (dates coincide with students moving into dorms)

Contacts

Enrique Robelledo	outreach@vtymca.com	773-791-3077
Sofia Jorgenson	sofiaj1@vt.edu	916-897-6910
Taylor Crawford	tay19@gmail.com	804-888-1947
Camille Suder	cshuder@vt.edu	804-484-4469

Job title	<i>PL Senior Connections</i>
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Position description

The Program Leader for Senior Connections oversees the pairing between student volunteers and seniors at Warm Hearth. The PL is responsible for advertising of the program and communicating with volunteers as they take part in the program.

Responsibilities

- Pairing Seniors with students
 - Receive applications on both ends and have to match students with seniors based of their time availability and interests.
- Promotion
 - Spread the word of the program to find interested volunteers to partake in the program
- List of Programs for Semester as well as budget
 - Need to come up with various events to put on that bring seniors and student volunteers together as well as increase interest on the senior side of the program.
 - Need to create budget to go along with these events.
- Communicate with volunteers, Warm Hearth, and student coordinator
 - Must keep in constant communication to be able to keep up with the program as well as meet weekly with the student coordinator as well as with the other PL's
- Keep a record of all the volunteers taking part in the program as well as the interested volunteers

Total Time Commitment : 3-4 hours (varies weekly); more time commitment at beginning while pairing students and seniors

Qualifications

Required Qualifications:

- Active/enrolled student at Virginia Tech

Preferred Qualifications:

- Previous leadership experience
- Excellent communication skills
- Availability

Important program deadlines

Pairing done early in the semester.

Contacts

Enrique Rebolledo – Associate Director, Outreach and Student Leadership at YMCA - outreach@vtymca.org
 Steve Leist – Event Operations & Volunteer Program Coordinator at Warm Hearth - sleist@warmhearth.org

Job title	<i>YMCA Blacksburg Middle School After-School Program Volunteer</i>
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Position description

One of the ways the YMCA gives back to the community is by partnering with local schools in the area. Virginia Tech's YMCA partners with Blacksburg Middle School to provide an academically enriching and socially engaging place of after-school care. This partnership allows the YMCA to provide children with a safe area to reside at the end of a school day while parents finish their work day. Youth of the Blacksburg-Christiansburg community are given a safe place to finish homework, socialize with their peers, and engage in physical activities under supervision. This programs runs M-F 2:30-5:30 pm.

Responsibilities

Primary Responsibilities Include:

- Overseeing middle school aged youths
- Providing homework help
- Planning short activities that will encourage and challenge the kids in the program
- At least a one day (2:30-5:30pm) commitment of volunteer work

Qualifications

Required Qualifications:

- Active/enrolled student at Virginia Tech
- Willingness and ability to support middle school aged youth

Contacts

Lindsay Turvold: Program Leader Email: lturvold@vt.edu

Job title	<i>YMCA Connections Partnership</i>
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Position description

One of the ways the YMCA gives back to the community is by partnering with local schools in the area. YMCA partners with Prices Fork Elementary and Feeding America to supply all the children in the after-school program with the appropriate FDA approved snacks. This partnership allows the YMCA to provide nutritious options to the children of Prices Fork Elementary and gives the program leader the opportunity to engage with kids from kindergarten to fifth grade. This program aims to benefit the community by providing food and enrichment activities that will cultivate creativity and growth in the children who attend the program.

Responsibilities

Primary Responsibilities Include:

- Overseeing distribution of food Monday-Friday
- Tracking meals consumed by students
- Planning short activities that will encourage and challenge the kids in the program
- **Minimum** time commitment is 1 hour per day
- Finding volunteers to join your program and help lead

Qualifications

Required Qualifications:

- Active/enrolled student at Virginia Tech
- Desire to enrich the lives of young children ages 5-10

Preferred Qualifications:

- Previous leadership experience
- Enjoys working with children
- Good administrative qualities (i.e. ability to plan and coordinate with others involved in the program)

Important program deadlines

Contacts

Rebecca Goodhart: Program Leader Phone: (540)-392-8257

Job title	<i>Program Leader</i>
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Position description

The Program Leader at the Margaret Beeks after school program is responsible for recruiting and coordinating volunteers for at least 2 days per week. PL should also be present on all days program is held. The PL should also plan enrichment activities to do with the kids to enhance learning in a fun way. The PL should serve as a model volunteer and also a role model for the children.

Responsibilities

- Coordinate/recruit Volunteers:
 - Schedule volunteers so all program days have adequate amount
 - Constantly recruiting volunteers towards a goal of 7-8 volunteers for each program day
 - Providing a brief orientation for new volunteers before they begin volunteering so you can inform them on how program works and get a sense of commitment to program
- Attend Program:
 - Attend program on all days available, if there is more than 1 PL, at least 1 PL per program day
 - Provide at least 2 program days per week
- Plan Enrichment Activities:
 - Plan mostly STEM focused enrichment activities for the children

Qualifications

Required Qualifications:

- Active/enrolled student at Virginia Tech

Preferred Qualifications:

- Previous leadership experience
- Experience working with kids
- Experience with recruitment

Important program deadlines

N/A

Contacts

Laurie Sallee- Program Director
Micah Mefford- Principal

Job title	<i>Alternative Service Break Program Leader</i>
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Position description

The Alternative Service Break Program Leader is the primary representative of the program itself. Serving as the liaison between the administration behind the project and those interested, this position not only advertises for the Y but also organizes and executes the ASB trip.

Responsibilities

Seek out project

- Research and find possible program destinations
- Work to narrow down and select a project
- Takes up the first 1-2 months of fall semester

Promote the program

- Advertise what the program has to offer
- Recruit students/ co- leader
- A 1-2-month period

Coordinate Trip

- Formulating costs/logistics/schedule for trip
- Organize with outside organizations
- Finalizing group & committing to the program
- Can take up to 1 month

Fundraise

- Explore outside resources that can help support project
- Arrange bake sales/percentage nights/online funding
- Takes up months leading up to trip

Carry-out Trip

- Ensure trip runs efficiently and smoothly
- Look after respective students
- Provide a positive experience for all parties involved
- Time frame: week itself & the few days before/after

Qualifications

Required Qualifications:

- Active/enrolled student at Virginia Tech
- Devote 30+ hours a semester & Spring Break
- Act in accordance with other YMCA responsibilities
- Be efficient in communicating with fellow workers

Preferred Qualifications:

- Previous leadership experience
- Ability to advertise, recruit, and plan trip
- Competent public speaker
- Good academic standing

Important program deadlines

No set deadlines but having a project and committed group before Winter Break is ideal

Contacts

Ben Galdo – beng13@vt.edu / 571-356-8439

Job title	<i>Healthy Kids Day Program Leader</i>
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Position description

Program Leader of Healthy Kids Day leads a team, in reaching out to the surrounding community for sponsors, volunteers, vendors, materials, and advertisement for the healthy kids day event. You will help with preparation and planning the event and the operations behind it. As program leader, you will oversee all operations, keep in contact with team members, and continue communication with YMCA leaders as planning progresses. Program leader will ensure the team sticks to the budget and acquires all necessary permits, so the event runs smoothly. This position will give you the opportunity to grow as a leader and connect with the people and businesses in the Blacksburg community.

Responsibilities

- Supervisory Responsibilities
 - Create budget
 - Create and follow timeline of tasks
 - Reach out and communicate with community about event
 - Sort tasks among team members
 - Organize and lead meetings
 - Interview and recruit team members to help carryout tasks
 - Meet with YMCA Program leaders and executives to go over progress
 - Advertise event
- Time commitment
 - Fall Semester, 2-5 hours weekly
 - Spring Semester, 10-15 hours weekly

Qualifications

Required Qualifications:

- Active/enrolled student at Virginia Tech
- Ability and confidence to make phone calls and construct emails to local businesses
- Ability to work on a team
- Ability to complete tasks assigned independently of meeting time
- Good time management skills

Preferred Qualifications:

- Previous leadership experience
- Familiarity with Microsoft programs (excel, word, ect.)
- Experience with fundraising
- Experience working with children

Important program deadlines

- November
 - Submit budget
 - Interview and select team members
 - Contact sponsors
- January
 - Reach out to public and Virginia tech organizations for vendors and volunteers
- Last weekend in April
 - Healthy Kids Day

Contacts
