

Urban Outreach Site Leader Job Description

Reports to

(Team Program Coordinator)

Time Commitment 2-5 hrs a week depending on site- this includes actual time spent at the site as well as meetings, etc.

Responsibilities

- **Serve as primary contact for the agency/site**
 - communicate regularly with the agency/site contact
 - work with site contact to schedule necessary training

- **Recruit, organize and schedule student volunteers for this site**
 - recruit volunteers through (interest meetings, daily announcements, etc.)
 - put together volunteer schedule
 - fill out volunteer time sheet weekly and turn in at UMin office (UO box)
 - have volunteers print names
 - new volunteers fill out bottom section
 - site leader fills out top section & turns in after each site visit

- **Assess how well this site is working for our student volunteers**
 - get feedback from student volunteers
 - make necessary adjustments

- **Assess how well our students are able to meet the needs of the site**
 - get feedback from agency/site contact
 - make necessary adjustments

- **Grow in your understanding of the issues involved with your area of service**

- **Update Team Program Coordinator**
 - meet monthly with Program Coordinator and other Site Leaders
 - check email daily and respond within 24 hours
 - share concerns and needs
 - encourage each other