



Seasons of Service: Spring Leadership Program

Project Coordinator: Volunteer Leader Description

Project Coordinators (PC's) play a vital role in the upkeep of all Jersey Cares monthly reoccurring volunteer opportunities. These community leaders provide organization and leadership to volunteers and partner agencies. They encourage others to "Be the Change" and provide the direction necessary to further develop community partnerships and ensure success on future projects. PC responsibilities include:

- Learning about the partner agency and Jersey Cares.
- Coordinating activities with Jersey Cares staff, as well as volunteers signed up for the project.
- Providing direction necessary to complete activities at the project site.
- Communication with volunteers, the agency, and Jersey Cares staff about the success and/or challenges of the project.
- Working with Jersey Cares staff, other PC's, volunteers, and partner agencies to further develop relationships and ensure success on future projects.
- Maintaining volunteer and project information on Jersey Cares administrative website, Salesforce.

Requirements and Expectations

- Demonstrated ability to work with teams.
- Strong organizational and planning skills.
- Access to internet on a regular basis.
- Excellent leadership and effective interpersonal and communication skills.
- You must be able to participate in the Project Coordinator Training.
- You must be tech savvy and know how to use the www.jerseycares.org admin website (training provided).
- Attend Mid-Term and Closing sessions.
- Track all information in the administrative website.

Commitment

- Ten weeks beginning April 3, 2017
- Manage a minimum of 10 volunteer opportunities.
- Participate in a Project Coordinator training.
- Attend Mid-Term session on April 29, 2017
- Attend Closing session on June 10, 2017



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Please complete and return.

Contact Information

Name (First Name and Last Name)

Mobile Telephone

Home Telephone (if any)

E-Mail Address

References

Please list two references we may call or email

Name	Phone	Email	Relationship
_____ Name	_____ Phone	_____ Email	_____ Relationship

Name	Phone	Email	Relationship
_____ Name	_____ Phone	_____ Email	_____ Relationship

Jersey Cares Information

Please check all issue areas that interest you”

- | | |
|--|--|
| <input type="checkbox"/> Adult Literacy & Education | <input type="checkbox"/> Health & Wellness |
| <input type="checkbox"/> Animal Support | <input type="checkbox"/> Hunger |
| <input type="checkbox"/> Arts & Culture | <input type="checkbox"/> Homelessness |
| <input type="checkbox"/> Children & Youth Education | <input type="checkbox"/> Military/Veteran Services |
| <input type="checkbox"/> Civic & Community | <input type="checkbox"/> Office Support |
| <input type="checkbox"/> Computers and Technology | <input type="checkbox"/> Senior Services |
| <input type="checkbox"/> Disaster & Emergency Services | <input type="checkbox"/> Special Needs Population |
| <input type="checkbox"/> Environmental Stewardship | <input type="checkbox"/> Other: _____ |

Please list special skills or expertise that you would like to share with Jersey Cares (e.g., computer/technology, foreign languages, dancing, juggling, etc.):

Please describe any previous volunteer experience (outside of Jersey Cares):



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Please select which Orientation Session you will attend (please note you must attend one):

- Wednesday**, March 8 from 5:00pm to 7:00pm
Jersey Cares Office, 290 West Mount Pleasant Ave., Suite 1320, Livingston, NJ
- Sunday**, March 19 from 2:00pm to 4:00pm
Jersey Cares Office, 290 West Mount Pleasant Ave., Suite 1320, Livingston, NJ
- Tuesday**, March 21 from 10:00am to 12:00pm
Jersey Cares Office, 290 West Mount Pleasant Ave., Suite 1320, Livingston, NJ
- Monday**, March 27 from 5:00pm to 6:30pm
Remote: Webinar
- Thursday**, March 30 from 4:00pm to 6:00pm
Jersey Cares Office, 290 West Mount Pleasant Ave., Suite 1320, Livingston, NJ

Jersey Cares is a not-for-profit charitable organization which places volunteers with service projects and other events (collectively, “projects”) in New Jersey. In consideration of the acceptance of voluntary participation in a Jersey Cares project, **I (INCLUDING MY HEIRS AND LEGAL REPRESENTATIVES), DO ABSOLVE, RELEASE AND WAIVE ALL CLAIMS AGAINST JERSEY CARES, INC., ITS MEMBERS, EMPLOYEES, OFFICERS, DIRECTORS, AGENTS AND ANYONE ELSE INVOLVED DIRECTLY OR INDIRECTLY WITH THE PROJECT (INCLUDING SPONSORS, OTHER PARTICIPATING ORGANIZATIONS, ETC.) FROM ANY AND ALL LIABILITY RESULTING FROM MY ATTENDANCE AT OR PARTICIPATION IN THE PROJECT.**

- I agree to manage a minimum of 10 volunteer opportunities by June 10, 2017.
- I agree to undertake the role to the best of my ability to help serve the community.
- I agree to follow the organization’s procedures and abide by relevant policies.
- I agree to attend necessary inductions and trainings.
- I agree to meet the mutually agreed time commitments, giving reasonable notice when this is not possible.
- I understand that I am a representative of Jersey Cares and I agree to act in a manner that best represents the interests of the organization.
- I understand that signing up for these projects means I am filling a Project Coordinator slot that is critical to the project’s success. I commit to being present, on time, and eager to support.

Signature

Date

Print Name