

SERVICE AND SOCIAL ACTION

LIVING LEARNING COMMUNITY

Volunteer Resource Center PALS Position Description

VRC Mission: The Volunteer Resource Center (VRC) fosters a culture of service by connecting CU Boulder to engagement opportunities that positively impact our communities. Through an educational framework of equity and inclusion, we develop socially responsible student leaders who understand, advocate for, and provide services to meet campus and community needs.

LLC Purpose: The Service and Social Action LLC, a program under the Volunteer Resource Center, seeks to develop leaders and propel them into a life dedicated to equity based social action through purpose-driven service, education, and reflection.

Description of Duties: Peers Activating Leaders in Service (PALS) work under the direct supervision of the Manager of the LLC. PALS will guide between 3-5 LLC participants through their first year at CU Boulder. In addition to their role as a peer mentor, PALS will assist in running direct service projects and facilitate reflection sessions, including -- but not limited to -- the First-Year Service Experience. PALS are able to develop and implement programming hosted within the LLC based on community needs and interests; these programs may include guest speakers, workshops, fundraisers, and Issue Coalitions.

What is required:

- Must be a full-time, fee-paying undergraduate or graduate student.
- Must be available for summer training August 11 -12
- Must be available to assist with LLC move-in and lead First-Year Service Experience; approximately 40 hours beginning August 14th
- Must have a positive attitude and a drive to make a change in our communities.
- Must have 3 semesters remaining at CU Boulder, and 10-12 hours of availability weekly for Fall 2025 and Spring 2026.

What we'd like you to have:

- Experience volunteering with a community-based organization.
- Commitment to ongoing learning about community needs, nonprofit organizations, and equity and inclusion issues as they relate to volunteerism.
- Passion and commitment to social change, social and environmental justice.
- Eagerness to mentor first-year students through a period of transition.
- Strong proactive problem-solving skills and experience taking initiative.
- Amazing communication skills which include communicating in person, on the phone, and over email in a professional manner.
- Ability to be punctual and timely to events, work shifts, and trainings.
- Ability to engage with a diverse group of students, staff, faculty, alumni, and community organizations.

What you will get from working at the VRC:

- € Extensive training on a variety of critical knowledge and skills for future employment opportunities.
- € Ability to articulate your own leadership philosophy.
- € Customer service experience with resourcing and referring students to various organizations.
- € Flexible schedule and a fun environment.
- € Experience with planning and implementing service projects.
- € \$16.85 hourly.

Start Date:

- € August 11th, 2025

Hourly Wage

- € \$16.85/hr
- € 12 hours/week

Apply:

- € Must submit application by 8:00 AM on Monday, March 24, 2025

Job descriptions, expectations, and training listed above are not comprehensive and subject to change. Additional duties and responsibilities can and will be assigned at the discretion of your supervisor.