

JESUIT VOLUNTEER CORPS RECRUITER JOB DESCRIPTION

General Description

JVC will employ a Recruiting Team to conduct national recruiting for 7 months of the year and to assist in building relationships with key contacts at targeted colleges and universities. The Recruiting Team is comprised of 4 team members. Three of these members will be 7 month employees who will be based out of Baltimore and work directly with the JVC National Activities Project Manager. The fourth member will be an Area Director with JVC Midwest who will dedicate 50% of his/her time to recruiting in the Midwest, following the direction of the national recruiting strategy. The Recruiting Team will be responsible for promotion and recruitment of Jesuit Volunteers for all 5 of the domestic regions of JVC and JVI

Each Recruiter is responsible for promoting JVC on selected college campuses in one of four geographic regions of the country. In addition, the Recruiter will work to establish relationships with colleges and universities throughout that assigned region, including strengthening connections with potential volunteers, campus ministers, pertinent faculty and staff and Jesuits. Each Recruiter will also assist in the implementation of the national recruiting strategy which includes ongoing contact with potential volunteers.

Time Frame

Early September through the end of March (7 months of employment)

Duties

Training

- Participate in national training for all members of the Recruiting Team for overview of JVC/JVI nationally
- Learn reporting requirements
- Discuss planning techniques for visits
- Practice presentation skills
- Connect with other members of the Recruiting Team
- Review expectations of visits

Planning Visits

- Based on national recruiting strategy and in cooperation with National Project Manager and Regional JVC staff, plan regional trips to colleges based on Jesuit/Feeder schools.
- Make phone and written contact with schools to schedule and arrange publicity for visits to campus ministries, career, volunteer and or/ minority student offices, classrooms and service organizations.
- Gain further familiarity with JVC program (placement opportunities, regional differences, screening and placement processes, etc.).
- Devise presentation format and materials for various types of visits.

Recruiting Visits

- Develop relationships with designated Jesuit and Key Feeder schools, this includes arranging at least one visit to each school during the year and working to maintain a PR presence on campus throughout the year
- Present to students returning from Alternative Spring Breaks on at least two campuses in the Spring
- Ensure visits are a balance of student interaction and connection with key personnel on campus
- Develop school specific recruiting materials based on current or former volunteers who are alumni

- Create presentations for a variety of audiences

Communication

- Complete appropriate follow up communications to visits
- Maintain ongoing communication with at least 2 campus contacts at designated schools- will include follow up letter in the Winter and a letter of departure at the end of March
- Participate in ongoing communication with potential volunteers- including e-mail newsletters targeted to particular interests of class year
- Develop relationships with FJVs and other parties willing to assist with recruiting efforts

Information

- Complete and submit reports following each campus visit; guidelines of such reports are determined by National Coordinator
- Complete and submit periodic reports summarizing all recruiting efforts
- Maintain current contact information for campus contacts and potential volunteers, such information will be kept regionally and nationally

National Cooperation

- Participate in collaboration with JVC/I regional staffs
- Recruit for all JVC/I regions

Evaluation

- Participate in mid-year and end of year evaluation of recruitment and recruiting team

Qualifications

- Former Jesuit volunteer with a desire to tell their JVC story
- Strong organizational and communications skills
- Ability to work independently
- Public speaking experience
- Valid Driver's License
- Sense of adventure in traveling
- Basic computer skills

Benefits and Logistics

- Stipend of \$1000/month (for full 7 months)
- Health insurance provided (includes dental)
- Travel allowance of up to \$15/day for meals, etc. Receipts necessary.
- Assist JVC in finding temporary, low-cost housing for time in Baltimore. The Recruiter will be responsible for payment of his/her own housing, but the National Project Manager will assist in looking for such housing.
- Responsible, with JVC assistance, for finding free or low-cost housing on the road (volunteers, FJVs, Jesuit communities, etc.), with occasional motel stays, if necessary.
- Travel will be by car or by plane depending on the distance and timing
- Some work at a regional office of JVC may be required depending on the schedule of campus visits.
- JVC will provide technology (computer, cell phone) as necessary for JVC use.
- Recruiters are given time off around Thanksgiving and an extended time at Christmas (at least the week between Christmas and New Year's).
- Recruiters are expected to work a 5 day work week and may take comp days as needed on the road if the work involves weekend presentations and work