

## Workshop Assistant Volunteer Position Description

**Position:** Workshop Assistant  
**Location:** Center for Leadership Learning – 1350 The Grove  
**Duration:** 1 quarter commitment  
**Hours:** 3 Hours (one shift per week)

### Spring Quarter 2020

Mondays 4:30pm – 7:30pm
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Thursdays 4:30pm – 7:30pm
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**Dates:**

### Spring Quarter 2020

Mondays: April 6 – May 18
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Thursdays: April 2– May 21
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**Mandatory Training:** TBD

**Compensation:** Volunteer position, no monetary compensation

**Position Description:** Under the supervision and direction of the Center for Leadership Learning (CLL) Director and Volunteer Coordinator Intern, the Workshop Assistant will support CLL staff and workshop facilitators during implementation of the Leadership Essentials Workshop Series (LEWS). The CLL Workshop Assistant will assist in the set-up and wrap-up of quarterly workshops and contribute to an inclusive learning environment among workshop attendees.

**Volunteer duties include, but are not limited to:**

1. Collecting and gathering materials and equipment needed for each workshop 30-minutes prior to the start of the event and communicating with designated facilitators regarding any additional support during the preparation period.
2. Opening and setting up workshop room, including: setting up tables and chairs as specified; and setting-up AV equipment (LCD/Data projector, internet access, PA system, microphones, overhead projector) as needed.
3. Signing in attendees via online database system to record student attendance.
4. Supporting workshop facilitators in the distribution of materials and supplies, as needed, and helping to troubleshoot technical problems during the workshop.
5. Assisting to foster a participatory environment by modeling and actively engaging with other workshop attendees.

6. Serving as a bridge between workshop facilitators and student attendees before, during, and following each workshop.
7. Assisting with cleaning up workshop room, including: rearranging tables and chairs to standard set-up, shutting down AV, picking up/taking out small amounts of trash as needed, erasing all dry-erase boards, and securing room upon exit.
8. Ensuring all materials, supplies, and equipment are put away in designated areas within workshop room and CLL Office.
9. Maintaining knowledge and understanding of CLL's 2 certificate-bearing programs – the Student Leadership Development Program (SLDP) and the Diversity Leadership Development Program (DLDP) – along with any other programs and events introduced through the academic year to answer student questions and help with marketing and promotion.
10. Completing an “End of the Quarter” reflection of volunteer experience.

**Position Requirements for the LEWS Assistant Volunteer position are as follows:**

1. Be an enrolled undergraduate student in good academic standing.
2. Must arrange class, extra-curricular activities, and other work/internship schedules to attend a mandatory one day volunteer training held in the beginning of the quarter volunteer will be working in.
3. Must have the ability and willingness to arrange class, extra-curricular activities, and other work/internship schedules to volunteer *one shift per week* between the hours of 4:30pm – 7:30pm on Mondays or Thursday evenings.
4. Must have the ability to lift and move boxes or furniture weighing up to 30lbs.
5. Must have knowledge of and/or experience with professional etiquette, including professional dress code and appearance.
6. Must have knowledge of University policies and conduct and the UC Davis Principles of Community.
7. Have strong communication skills, including a willingness to engage in public speaking, and leadership skills to promote and encourage participation in LEWS workshops.
8. Must have a keen interest in leadership development and the ability to work well with a diverse group of students, staff and faculty while demonstrating judgment, integrity and sensitivity to confidentiality and privacy.
9. Must be highly organized, have the ability to pay close attention to detail, produce work with high accuracy, and be reliable and responsible. Must also be a self-starter and someone who takes initiative, especially with developing means in which CLL could operate more effectively and efficiently.
10. Must be willing to maintain a positive work environment and be able to demonstrate a flexible and professional work ethic.
11. Must be able to work independently or as part of a team.

***Preferred, but not required, experience includes:*** Completion of one or multiple certificate programs issued by the CLL; previous knowledge and experience with building community, peer-to-peer mentoring and/or coaching.

**How to Apply:** Submit the Center for Leadership Learning Volunteer Application via the following link by March 20:

[https://ucdavis.co1.qualtrics.com/jfe/form/SV\\_9sD6Dzw0pVZXc6p](https://ucdavis.co1.qualtrics.com/jfe/form/SV_9sD6Dzw0pVZXc6p)