**Project SHINE’s Mission**

The goals of Project SHINE are to:

* Promote intercultural and intergenerational understanding within diverse communities;
* Improve the ability of older immigrants to communicate, access healthcare, exercise their rights, and perform their responsibilities as family and community members;
* Increase the academic knowledge, personal growth and civic engagement of college students;
* Enhance the ability of faculty members to create stronger links between community service and academic coursework;
* Build the capacity of community colleges and universities to develop sustainable, mutually beneficial partnerships with immigrant communities.

**Project SHINE Site Coordinator Job Description**

* Manage a group of estimated 10-30 SJSU student volunteers
* Responsible for the completion of the required amount of hours for their student volunteers, as well as being the primary contact for the various professors that we are partnered with
* Expected to maintain a highly professional level of communication with the Site Managers, ensuring that we are able to assist the site to the best of our abilities
* Attend all required Coordinator meetings, and attend most Volunteer Orientations and presentations

**Required Qualifications:**

* 2nd to 3rd year standing required
* Exceptional communication and presentation skills, both personal and interpersonal
* Punctual and teamwork-orientated, self-starter, proactive, and actively engaged
* Ability to work in non-supervisory role, and/or independently on site

**Benefits of Being a Site Coordinator**

* Foster and build upon community partnerships
* Work in a non-profit organization setting
* Build upon leadership, coordination, and organizational skills
* Learn volunteer management skills
* Gain professional development opportunities and connections through the Center for Community Learning and Leadership

Last Name First Name MI

Phone Number Email

Expected Semester of Graduation

**How did you learn about Project SHINE?** (Please mark all that apply.)

\_\_\_\_\_ Class presentation

\_\_\_\_\_ SJSU Faculty

\_\_\_\_\_ Previous Project SHINE volunteer

\_\_\_\_\_ Other. Please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Explain why you are interested in working as a Site Coordinator at Project SHINE.**

**Please list any present or past service-learning experience(s).**

**Availability** (Please provide your intended schedule for next semester along with any activities and/or organizations you plan to participate in.)

**Attach your RESUME before submission or we will not consider your application if there are missing documents**