



**Madison House  
Education & Youth Services  
Program Director Position Description**

The Program Director (PD) position is designed to give students an opportunity that develops their leadership and community engagement skills while supporting Madison House's (MH) goal of connecting student volunteers with community partners. PDs oversee specific programs to ensure volunteer participation and training, as well as work with community partners (CP) to align the MH impact with CP goals.

The role of PD is a year-long volunteer commitment. At most this position reaches 10 hrs/week. **PDs are required to serve in the program they oversee and this time contributes to weekly hours.**

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**Spring & Summer Prior to Appointment**

- Attend transition meetings
- Attend last advising meetings
  - Program Advising Meeting (PAM), Volunteer Advising Meeting (VAM)
- Learn and prepare to use resources developed by previous student leaders & MH Staff
- Monitor email at least once a week and contribute to any preparation work for returning volunteers, startup events, or asynchronous leadership training
- Attend 1 check-in meeting with HPD

**Volunteer Recruitment**

- Attend fall info sessions & contribute program specific information
- Conduct program specific recruitment
- Maintain up to date and accurate information for Madison House website through staff-designated channels

**Training & Feedback**

- Host semesterly Volunteer Advising Meetings (VAMs), meeting the goals below:
  - Community-building among your volunteers
  - Personal development related to your program area (career development, reflection, connection to other goals, etc)
- Participate in feedback surveys toward the improvement of MH

## **Leadership & Volunteer Management**

- Attend bi-weekly PAMs
- Oversee commitments including volunteer attendance and hours
  - Log volunteer attendance and hours in GivePulse
- Follow up with volunteers throughout semester, and offer support as needed
- Communicate with HPDs about your volunteers' or community partner's needs, and respond to information requests from your HPD and Madison House staff.

## **Community Partner (CP)**

- Conduct a semesterly CP needs assessment and check-in (beginning of each semester)
- Monthly check-ins with CP to ensure volunteer placements are serving their needs
- Work with HPD to review community partner needs' assessments and ensure those needs are met as best as possible
- Support staff in vetting and onboarding new CPs/Programs
  - Recommend volunteers for student leadership positions based on performance

## **Transitions**

- Nominate volunteers based on performance and student leadership interest
- Attend spring transition meetings
- In the Spring, complete transition documents and onboard incoming PDs

## **Communication**

- Respond to MH, CP, & volunteering pertaining emails within 48 hrs, while not on break

## ***Weekly Tasks***

- Welcome any new additions
  - Follow up with program specific info & next steps
- Ensure volunteer hours are up to date in GivePulse, including your hours!
- Read and respond (if necessary) to emails
  - Complete any additional tasks as outlined in this email
  - May include referring students for next steps if your program is full
- Attend PAM (bi-weekly)
  - Provide updates on programs, volunteer numbers, recruitment needs, any community partner feedback or other concerns that may present themselves
- Plan for VAM