

# ACT-SO Student Recruitment Volunteer position

## Description

The Student Recruitment is an unpaid volunteer position. We are searching for a hands-on and effective Student recruiter responsible for identifying student participants for the year-long ACT-SO program.

The Student Recruiter should Implement and organize information forms, guidelines, and competition schedules about the ACT-SO program for schools, churches, and recreation centers.

## Duties and Responsibilities

- Maintain contact with present and past participants of the ACT-SO Program
- Prepare visual and written presentations of the ACT-SO program and events
- Gather and analyze outreach contacts to recruit students and community members
- Attend and participate in ACT-SO meetings and events
- Effectively utilize software programs to gather contact lists and outreach plans
- Track and research recruitment strategies for students
- Collaborate with high schools, youth programs, and community leaders to increase student retention for ACT-SO program

## Skills and requirements

- Knowledge and policies of the ACT-SO program
- Knowledge of recruitment and strategic planning for outreach
- Skill in utilizing personal computer software programs
- Ability to work independently and prioritize projects and tasks
- Ability to problem solve and effectively analyze problems using decision-making processes
- Excellent written and spoken and communication skills

- Ability to represent ideas and concepts orally and in writing

### **Term/ Commitment**

This position is at least 20 hours per week.

### **Benefits and Recognition**

This position provides valuable experience for student recruitment. This is also suited for people with an interest in gaining experience in the non-profit sector, teaching, and anyone dedicated to the positive development of BIPOC youth in Southwest Washington.

Our volunteers are highly valued members of the ACT-SO NAACP team and contribute to making a significant difference in the success of our BIPOC youth