



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——志愿服务管理专员

所属部门：学生事务部 汇报机制：学生领导力中心负责人

岗位职责：

志愿服务管理专员负责校内志愿者工作的协调和开展，引导学生参与校内外志愿服务与社会实践活 动；做好志愿者的招募、注册、培训、服务、考核和评估等工作，做好志愿服务队伍的建设，并建立志愿服务特色品牌，充分发挥志愿者作用；做好与社区和街道的联络工作，协调志愿者下乡开展社会实践活动。开展志愿服务宣传工作，弘扬志愿精神，普及志愿服务理念，引导学生德智体美劳全面发展。

1. 负责指导校青年志愿者协会，做好志愿服务宣传工作，普及志愿服务理念。
2. 负责统筹安排校内外志愿服务活动及社会实践活动等。
3. 负责打造学校特色志愿服务队伍。
4. 协助团支部班级化组织建设和党建工作。
5. 组织并指导学生从事暑期社会实践活动。
6. 指导学生参加青年志愿服务大赛，志愿服务展示活动等。
7. 配合并引导学生完成课外志愿服务与拓展实践学时。
8. 负责“志愿汇”系统的管理工作。
9. 负责团员档案的收集与管理工作。
10. 配合团委组织劳动教育主题活动。
11. 完成上级领导指示的工作。

必备条件：

1. 硕士及以上学位；
2. 具有良好的思想道德品质和社会奉献精神。
3. 热心于志愿服务，具有较强的责任意识和服务意识。
4. 有较强的写作能力，英语听、说、读、写熟练，中英文俱佳；
5. 熟悉公文写作格式，擅长计算机办公系统应用
6. 有较强的沟通能力、协调能力、服务意识、大局意识；
7. 热爱学生工作，能做到与学生耐心沟通交流；



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Job Description - Volunteer Service Specialist

Department: Student Affairs Report to: : Director of SLDC

Responsibilities:

Volunteer Service Specialist is responsible for coordinating and developing of volunteer work on campus, guiding students to participate in volunteer service and social practice activities on and off campus; properly recruiting registering, training, serving, assessing and evaluating volunteers, building a volunteer service team, and establishing a feature brand of volunteer service, so as to give full play to the role of volunteers; making good contact with communities and sub-districts, and coordinating volunteers to go to the countryside for social practice activities; and carrying out the publicity of volunteer service, promoting the spirit of volunteerism, popularizing the concept of volunteer service, and guiding students to achieve the all-round development in terms of moral grounding, intellectual ability, physical vigor, aesthetic sensibility, and work skills.

1. Be responsible for guiding the Youth Volunteer Association. Be responsible for the publicity of volunteer service and popularize the concept of volunteer service.
2. Be responsible for the overall arrangement of volunteer service activities on and off campus and social practice activities.
3. Be responsible for establishing a volunteer service team with university's characteristics.
4. Assist youth league branch and organization.
5. Organize and guide students to participate in social practice activities during the summer vacation.
6. Guide students to participate in youth volunteer service competitions, volunteer service exhibition activities, etc.
7. Coordinate and guide students to complete extracurricular volunteer service and outreach practice hours.
8. Be responsible for the management of the "Volunteer Club" system.
9. Be responsible for the collection and management of Youth League members' archives.
10. Cooperate in organizing labor education themed activities.
11. Complete the job instructed by the leader.

Required Qualification:

1. Master or higher degree;
2. Have good ideological and moral quality and social dedication.
3. Be enthusiastic in voluntary service, with a strong sense of responsibility and service.
4. Be equipped with strong writing skill both in Chinese and English, excellent fluency



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in written English

5. Be familiar with document writing style, be good at the computer office system using.
6. Have strong communication skills, coordination ability, service and overall awareness.
7. Be enthusiastic about student affairs work and be able to communicate with students patiently.