**Graduate Assistantship**

**Group Services Coordinator**

**Appointment:** Academic year, Quarter Time

**Employment Start and End Dates:** August 1, 2016 through May 31, 2017

**Job Summary:** Develop, implement and oversee group services based on the mission and values of the Women’s Resource & Action Center.

**Responsibilities:**
1. Recruit, train and retain volunteer group facilitators.
2. Evaluate, update (as needed) and implement training outline, training manual and other training materials.
3. Work with group facilitators to develop quality group experiences designed especially for students, faculty, staff and community participants themed by shared experience, identity and/or interests.
4. Develop publicity materials for group services.
5. Provide support, supervision and guidance to group facilitators on an individual basis.
6. Facilitate periodic meetings for group facilitators for the purpose of providing on-going training, support and connection.
7. Collect and coordinate statistical and demographic information about group participants.
8. Participate in development and implementation of recruitment plan to increase volunteers.
9. Conduct outreach at community events to recruit a diverse pool of volunteers.
10. Develop and facilitate volunteer training activities.
11. Participate in development and implementation of volunteer appreciation activities.
12. Attend, as a representative from WRAC, University and community meetings at the request of the Director.
13. Provide and assist with general responsibilities within the Center, such as reception, housekeeping tasks and attending staff meetings.
14. Other responsibilities as assigned.

**Qualifications:** Group facilitation experience is required. Applicants possessing an understanding and respect for multi-cultural issues, experience working with volunteer programs, knowledge of feminist/gender issues, professional counseling and group dynamics training are desirable.

**Supervision Received:** Supervision is provided by the Director.

**To Apply:**

Submit a cover letter and resume including at least 2 professional references to Linda Stewart Kroon, Director
124 BH or linda-kroon@uiowa.edu

Application Review Will Begin on July 6, 2016 and continue until the position is filled.

The University of Iowa is an Equal Opportunity/Affirmative Action Employer. Women and ethnic minorities are strongly encouraged to apply.