Front Desk Receptionist: Amara Crosby

New Role and Responsibilities
New Goals: Volunteer Coordinator

- Coordinate with leadership staff to be aware of current volunteer opp.
- Check Office email for new volunteer forms
- Input into Excel doc (name, availability, interests, etc.)
- Respond with general email format (see next slide)
- If opp. arises, give information to Volunteer or connect with staff member.
- Excel list of volunteers and information is in the shared drive, so anyone can have access to them if wanted.
Email Format: First Formal Response

Thank you for your interest in volunteering with the Office for Sustainability. We will keep your information on file and contact you when a volunteer opportunity that matches both your interests and schedule is in our calendar.

Did you know that Student Activities and Leadership Programs and can also connect you with volunteer opportunities on campus? Follow this link to find out more: [http://wmich.edu/activities/volunteer/vops/index.html](http://wmich.edu/activities/volunteer/vops/index.html)

Regards,

NAME
POSITION
Office for Sustainability
269.387.0943
[www.wmich.edu/sustainability](http://www.wmich.edu/sustainability)
Excel Sheet

- How to access:
  - Share Drive
  - MASTER LIST
- Additionally
  - Please view this if you need volunteers and contact me so I can have data and to keep me in the loop when it comes to volunteering through the office.
FYS Presentations

– What are these?
  – Give general info about sustainability and our office to some First Year Students in the FYS classes.

– Insight
  – Not difficult, if you enjoy public speaking.
  – A good tool
  – Maybe could be updated soon and given feedback
  – Survey after?
Looking Forward

– Possibly be involved in the Future Ambassador Program
– What is this?
  – Outreach this summer in hopes to create a more formal structure for those working here to have a united message about the OfS and how people can get involved.
– Grow Volunteering
  – Increase opportunities and get connected
  – Create better communication between the Leadership staff and myself.
Thank You!