



## **Volunteer Positions**

### **Student/Partner Coordinator**

The Student/Partner Coordinators work to onboard and manage new Higher Up students and partner businesses. They guide their assigned students and partners through the Higher Up “cycle” ensuring that key milestones and compliance requirements are met. They also mentor their students through the Higher Up Readiness Program, and work to coordinate their partners’ online presence on the Higher Up website and social media. Additionally, they facilitate student/partner meetings, check-ins and follow-ups, including the end-of-program wrap-up process and event. The Student/Partner Coordinators are the primary point of contact with Higher Up students and partners.

### **Transportation Coordinator**

The Student Transportation Coordinator removes barriers to students’ success involving transportation. The coordinator works to understand the available modes of transportation around the Hightstown/East Windsor and surrounding Mercer County areas and matches Higher Up students with options for transportation to their placements as needed. The Student Transportation Coordinator also manages the process for the students to request, receive and track transportation funds, and works with the Higher Up Bookkeeper to create proper financial documentation.

### **Storytellers**

Storytellers capture the essence of the Higher Up program via the individual experiences of students, partners, volunteers, sponsors and donors. Storytellers use words, photography, video and other media to express the impact that Higher Up has on all who participate. Higher Up stories appear throughout the organization’s communications: printed materials, online presence, events and in the “Better Together” end-of-year video that capstones each year’s program. Producers, who oversee the process of collecting the stories, play a key role in bringing the Storytellers’ visions, and Higher Up’s success stories, to light.

### **Student Enrichment Program Coordinator**

The Student Enrichment Program Coordinator works to develop curriculum for on-point student programs presented during the year by identifying and liaising with content providers. The coordinator assists in the promotion of events for students and creates a process to track student outreach. The coordinator also works with the Higher Up Manager of Program Development to organize and manage the events.

### **Volunteer Coordinator**

The Volunteer Coordinator assists in recruiting and onboarding Higher Up volunteers. The Volunteer Coordinator manages the volunteer database to track volunteer assignments and hours. Given that Higher Up volunteers may be required to pass a basic background check, the coordinator liaises with the Higher Up Bookkeeper to action the background check process. Vital to the success of the program, volunteers represent the heart and backbone of Higher Up and are highly valued and appreciated.

### **General Support**

Higher Up relies on volunteer support both behind the scenes and on the front lines to hold several events throughout the Higher Up program cycle, such as the Readiness Program, events for student enrichment and the organization’s signature end-of-year event: Better Together, where we celebrate our students’ and business partners’ success. Volunteerism is rich, varied and indispensable at Higher Up! If you’ve got the time, we have the opportunity for community engagement!

**Are you ready to inspire?**

**Take the first step to becoming a Higher Up volunteer today by submitting the Volunteer Interest Form at [higherupnj.org](http://higherupnj.org).**