



CollegeLeap

@CCSF

College Leap
City College of San Francisco

"When you are deciding on next steps, next jobs, next careers, further education, you should rather find purpose than a job or a career' Purpose crosses disciplines. Purpose is an essential element of you. It is the reason you are on the planet at this particular time in history."

-Chadwick Boseman

Chapter Volunteer/Officer Team Positions

❖ Treasurer

- Treasurer Paperwork
 - Expenses and Reimbursements
 - Keep track of expenses
 - Keep track of revenue
 - Cash advancement requests
- Help events coordinator with fundraising logistics

**(Earn 2-3 volunteer hours/week) You may participate in other activities for extra volunteer hours.*

❖ ICC Representative

- Represent College Leap@CCSF in Inter-Club Council meetings once a week from 1 to 2:00 pm
 - Take notes of essential information
 - Recollect flyers (possibly volunteer opportunities that can be shared to our students)
 - Share upcoming College Leap events to other club's representatives
- Attend College Leap @CCSF Internal meetings on Monday from 4 to 5:00 pm
 - Provide ICC meetings' updates to Chapter Leaders.

**(Earn 3 volunteer hours/week) You may participate in other activities for extra volunteer hours.*

❖ Chief Creative Design Officer

- Works alongside the VP of Membership Affairs in the creation of regular newsletters
 - Possibly come up with a template
- Handles needed flyers resources and deadlines
 - Photos
 - Content
 - Request flyers on time or make them.

**(Earn 3-4 volunteer hours/week) You may participate in other activities for extra volunteer hours.*

❖ Outreach Coordinator/Social Media

- Works alongside the VP of Membership Enrollment for social media related issues
 - Technical
 - Marketing strategies
- Establish marketing channels (Centers, Professors, Tabling etc., Social media)
 - Outreach to different organizations to establish healthy relationships with our club

**(Earn 3-4 volunteer hours/week) You may participate in other activities for extra volunteer hours.*

❖ Events Coordinator

- Works alongside the Head of Chapter Projects
 - Finds CCSF resources
 - Find Volunteer opportunities from other organizations and pass it over so they can be posted on our website
- Works closely with International Alumni network Leaders.

**(Earn 3-4 volunteer hours/week) You may participate in other activities for extra volunteer hours.*

❖ **Fundraising Coordinator**

- Creates Fundraising campaigns
 - For example, Go fund me
- Work towards the fundraising goals!

*(Earn 3-4 volunteer hours/week) You may participate in other activities for extra volunteer hours.

Benefits of being part of the Chapter Team:

1. Earn Volunteer certificates (Bronze, Silver, Gold)
2. Network with successful transfer students from UC Berkeley and other universities while gaining experience with driven individuals
3. Priority when an Internship position opens up

***Apply here:**

<https://forms.gle/tAteeR2w3yoMGi838>

Notes:

***Committing to these positions and **earning 3-4 hours/ week** will earn you a **Bronze Certificate** by the end of the semester. Chapter Team members and any other member are welcome to put in more hours for bigger awards (**Silver, Gold Certificates**).

***This is not the only way to volunteer. Members can volunteer through different opportunities shared in our Website. Section “Volunteer Certificate”.