



Student Volunteer Connections
519-824-4120x58104
svc@uoguelph.ca
McNally House
University of Guelph
www.uoguelph.ca/~svc

Position Available: Director

Are you a person who lives to make a difference in the lives of others? As Canada's only incorporated student volunteer centre, Student Volunteer Connections (SVC) works to ignite, educate, & foster University of Guelph students through the world of volunteerism. Student Volunteer Connections strives to promote positive social action for the purpose of building skills, passions, and most of all, community. In order to effectively assist students, SVC implements a variety of in-person and online programming that promotes volunteerism and social action on-campus, in the Guelph-Wellington community, and beyond.

Term: May 6th to September 8th, 2013 (35 hours per week, full-time, minimum 20 hours in office, including official hours)

September 9th to December 12th, 2013 (18 hours per week, part-time, 12 in office)

January 6th to April 25th, 2014 (18 hours per week, part-time, 12 in office)

Hours: 1,134 hours total

Stipend: \$15,876 (Based on \$14/hr)

Report to: SVC Board of Directors

Transition and Training

- Required to receive transition during March 2013 (Details to be confirmed)
 - Transition weekend, end of semester 2013
 - 5 Hours of one-on-one transition meetings with previous Director
 - Will receive an honorarium of \$150.00 for transition as an incoming staff member, \$100 as an outgoing staff member

Roles and Responsibilities

The year-round duties of this position include, but are not limited to, the following:

Communications and Networking

- Coordinate on-going development of Student Volunteer Connections and its outreach and collaboration with other campus and community stakeholders
- Work with University departments (e.g. Student Life), student groups (e.g. Central Student Association) and organizations to promote and support volunteering initiatives
- Communicate regularly with the Volunteer Centre of Guelph-Wellington to continue and expand current partnerships
- Sit on external organization committees as needed



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- Act as SVC liaison for the Community Service Option with the Judicial Committee and Student Housing Services

Administration, Planning and Capacity Development

- Develop and implement volunteer and staff team professional development and oversee year-long activities
- Sit on SVC Board of Directors as non-voting member and participate in its ad hoc committees
- Provide Board of Directors with monthly activity reports, including updates on implementation of Board directives, SVC milestones to date and upcoming initiatives/objectives
- Ensure corporation forms and insurance are duly filed in coordination with the Board of Directors
- With the bookkeeper and SVC Board Treasurer, maintain the financial records of Student Volunteer Connections of Guelph, Inc. (including fundraising and grant proposal writing as appropriate)
- Gather key performance indicators and develop feedback mechanisms for Student Volunteer Connections for intra-organization impact assessment
- Maintain regular communication with Raithby organizations and ensure upkeep of office.

Marketing and Programming

In coordination with Web Master and Staff:

- Oversee Student Volunteer Connections' online social network presence
- Provide and participate in speaking engagements on and off campus as needed
- Maintain consistent marketing and public relations activities, including but not limited to: tabling, resource fairs, media promotion
- Collaborate with CSA and Community Engagement and Global Citizenship on Compass initiatives
- Organize LEAD workshops for fall and winter semesters in consultation with Student Life to maintain volunteer foundations certificate

Additional duties during Summer Semester (May – September)

Communication and Networking

- Liaise with Interhall Council, Student Housing and Residence Life Staff to develop outreach and information sharing with students entering residence in September
- Communicate and meet with community and on-campus agencies to expand knowledge of Student Volunteer Connections and organization membership opportunity Create and send out monthly e-newsletters to listserv, focusing on volunteerism resources

Administration, Planning and Capacity Development

- Create year-long strategic plan of SVC activities for revision with Board, paid and volunteer staff, assessing efficiency and effectiveness of existing services and programs

- Seek Board advice to ensure planning falls in line with SVC mission and objectives
- Review and strengthen paid and volunteer staff training, recognition, and communication methods
- Create and implement summer programming that promotes volunteerism and raises awareness of volunteer issues amongst the local community
- Develop educational and reference materials for paid and volunteer staff members
- Recruit and coordinate training of any outstanding paid staff members, as well as volunteer team members

SVC Programming

- Organize and set up the Fall Semester Inter(act) volunteer fair
- Coordinate Orientation Week events and collaborations
- Host incoming orientation interviews and social to familiarize new 2012-2013 team to SVC and other team members
- Complete One2One Referral form submissions
- Work with Projects Coordinator to organize HELP placements for fall semester
- Communicate with Project Serve Coordinator for SVC participation

Additional duties during Fall & Winter Semesters (September – April)

Communication and Networking

- Network with community and on-campus groups (media, mentors, departments, organizations, and potential supporters) with the intention of seeking out new and updating old volunteer opportunities
- Maintain regular communication with University departments and student organizations
- Meet with community-benefit organization representatives on a one-to-one basis

Administration, Planning and Capacity Development

- Complete staff contracts (April 2013) and the signing and distribution of bi-weekly pay cheques throughout year
- Organize regular staff meetings, training, and office schedules for paid and volunteer staff when appropriate
- Coordinate and complete transition for incoming 2014/2015 staff team in March 2014
- Participate in review of job descriptions and hiring process for 2014/2015 team
- Review and develop volunteer descriptions and do on-going recruitment as required
- Ensure completion of appropriate transition documentation by all staff members

Promotion and Marketing

- Work with Webmaster to promote SVC through media outlets, including articles, news releases, advertisements, and coordinate online social media presence

SVC Programming

- Oversee coordination of Do So Much Weekend events and planning committee



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- Organize volunteer and staff appreciation events

Qualifications

Ability to:

- Work independently and in a team environment
- Use online tools, including social networking, with comfort and familiarity

Knowledge of:

- Resources that encourage and foster student volunteerism
- The University of Guelph and Greater Guelph-Wellington Community stakeholders

Strong Skills in:

- Oral and written communication
- Organization
- Leadership and management
- Networking
- Interpersonal communication

Experience in:

- Event planning and coordination
- Volunteerism
- Volunteer recruitment and management
- Financial management and budgeting

Assets:

- Previous experience supervising paid and unpaid staff
- Previous Board of Directors experience
- Proficiency in use of Adobe suite of design tools

Deadline for applications is February 1st, 2013, at 11:59 p.m.

If you think you would be an ideal candidate for the position, please email your cover letter and resume to hireing@dosomuch.ca. Student Volunteer Connections is an equal opportunity employer committed to diversity and welcomes all interested parties to apply.

Only those applicants selected for an interview will be notified.