



## Position Available: Residence Liaison Assistant Coordinator

*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:** September 2012 to April 2013

**Hours:** 2-10 hours per week (flexible)

**Report to:** SVC Director

### Transition and Training

- Required to receive 3 hours of job specific training
- Required to write a transition manual for the next SVC Residence Liaison Assistant Coordinator
- Required to participate in transition and training offered to the staff and volunteer team throughout the summer, fall and winter semesters

### Roles and Responsibilities

With Residence housing 90% of first year students, over 4500 students, the RAC will be able to effectively promote, inform, and implant the importance and sense of community volunteerism in Guelph at the beginning of many students' university life. This opportunity would be great for a first year student to take on while living in residence, or for an upper year student who would like to work with first years and to promote volunteerism as a great opportunity during the beginning of their university career.

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

- Create a strong presence of SVC within the residence community through promotion, events, networking, and collaborations
- Develop and maintain relations with Student Housing Services (including RLS) and Interhall Council.
- Recruit, develop, and coordinate an external residence committee promoting volunteerism, social action, and community outreach
- Develop and coordinate training modules and volunteer appreciation for the external residence committee



- Updating, promoting, and developing various SVC bulletin board kits for RLS
- Promoting SVC and its programming in Residence through IHC, SHS, and RLS (Listserves, meetings, posters, Video Public Service Announcements)
- Effectively develop a volunteer posting/listing zone or means of promoting volunteer placements in Residence
- In collaboration with the Projects Manager and the residence-related organization including developing and implementing programming and campaigns for residence students (youtube video contests, Residence volunteer challenge, sectional volunteer trip programme)
- Promoting opportunities such as HELP, Inter(act) and Do So Much Weekend in Residence

### Qualifications

*\*These qualifications would be an asset, however this volunteer opportunity can also allow you to build on your existing skills and learn new ones.*

Ability to:

- Work independently and in a team environment
- Use online tools, including social networking, with comfort and familiarity
- Be creative and think outside the box
- Take initiative and have passion for marketing

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:

- Volunteerism in the local/and or international community

...and most important, you must love to laugh and have fun in what you do!

If you think you would be an ideal candidate for the position, please email your cover letter and resume to [svc@uoguelph.ca](mailto:svc@uoguelph.ca) by September 20<sup>th</sup> at 4:30pm. Student Volunteer Connections is an equal opportunity employer committed to diversity and welcomes all interested parties to apply.