



## Position Available: Do So Much 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 Do So Much 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

For information on Do So Much Weekend please visit <http://www.uoguelph.ca/~svc/dsm-weekend.php>. This link provides information on last year's Do So Much Weekend.

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

#### Planning

- Work with the Director and the planning committee to devise goals for the event and execute the action plan to meet these goals
- Work with Community Engagement and Global Citizenship (CEGC) in Student Life and the Central Student Association (CSA) on the planning committee for Do So Much
- Attend bi-weekly Do So Much Committee meetings.

#### Marketing

- Work with the Director and planning committee on event promotions

#### Event Logistics

- Work with the Director to work out all the logistics of the event including room bookings, food bookings, speakers etc.

#### Speaker Communication

- Work with speakers and workshop leaders to secure them for the event and leading up to



the event to make their experience the best possible.

#### **Volunteer Recruitment**

- Work with the Director to recruit volunteers for the Do So Much Committee as well as for the day of the event

#### **Resource Collection**

- Work with the Director to find resources that can be provided to students at the Do So Much Weekend.

#### **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
- Event Planning and Coordination

...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) 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.

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