

# Position Available: Projects 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 3<sup>rd</sup> to December 16<sup>th</sup>, 2011 (12 hours per week, part-time, 6 required in the office)  
January 9<sup>th</sup> to April 13<sup>th</sup>, 2012 (12 hours per week, part-time, 6 required in the office)  
**Hours:** 348 hours total  
**Stipend:** \$3,984.60 (Based on \$11.45/hr)  
**Supervisor:** SVC Director

## **Training:**

- Required to receive 10 hours of training prior to April 9<sup>th</sup>, 2011
- Receive an honorarium of \$100.00 for training

## **Roles and Responsibilities:**

- Attend training session at the end of August to learn office procedures
- Coordinate and develop 'HELP: social action now' programming (various one-time group volunteering)
- Record and track all members of HELP and participation in each volunteer placement.
- Assist in the coordination and promotion of the 'inter(act)' Fall semester Volunteer Fair with the Director
- Coordinate and promote the 'inter(act)' Winter Volunteer Fair
- Collaborate with the Residence Liaison Coordinator in creating volunteer campaigns and programming connecting residence students and staff to the greater community
- Develop and coordinate projects, workshops, campaigns, and/or events that promote student volunteerism and compliment SVC's philosophy and approach
- Promote events, programmes, and campaigns through media outlets and internet in collaboration with the Director
- Promote services, programs and events through various methods – University and Community media outlets, paid SVC advertising (in consultation with the SVC Director), and creating and maintaining displays and banners
- Communicate with the University Departments, community-benefit organizations, and student organizations for the purpose of promotional assistance and programming collaboration and development.
- Develop and promote volunteer appreciation events in collaboration with the Director
- Book reservations, services, and rentals for various events and programming
- Collaborate with the Director on the completion of tasks and projects as required
- Maintain day-to-day operations of SVC office (i.e. answering phone, mail-outs, photocopies)
- Attend staff and board training sessions as required
- Assist the Director in recruitment, training, and management of Programming Assistance Team (Volunteer Staff)
- Required to provide 10 hours of training to the new incoming SVC Programming Assistant prior to this contract end date and to report the number of training hours to the SVC Bookkeeper and the SVC Board President

## **Collective Responsibilities (entire staff team):**

- Promote and inform students and the community about SVC and its programming
- Support other staff with their various initiatives as needed
- Attend Board of Directors meetings as the SVC Staff representative
- Assist individuals who contact SVC
- Complete transition reports and reports for the board and future staff members
- Be a dedicated and passionate team member of SVC



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- Participate in volunteer activities in the community as often as possible
- Hold regular office hours

**Qualifications:**

- Strong written and oral communication skills
- Strong organizational skills
- Ability to work independently and in a team environment
- Ability to delegate tasks and coordinate a volunteer team
- Familiarity with the University of Guelph and Greater Guelph-Wellington Community
- Experience in event coordination and planning
- Previous volunteer experience is a necessity
- Knowledge and experience with student volunteerism (management, recruitment, resources)

**Deadline for applications is Tuesday, February 2<sup>nd</sup>, 2011 at 4:00pm**

Preference is given to students.

If you think you would be an ideal candidate for the position, email your cover letter and resume to **jthomp05@uoguelph.ca**, or **deliver it to the SVC mail slot at the CSA Front Office UC 274**. 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.