



## Position Available: Special Projects Assistant Coordinator Inclusivity and Accessibility

*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 Inclusivity and Accessibility Coordinator
- Required to participate in transition and training offered to the staff and volunteer team throughout the fall and winter semesters

### Making Volunteering Inclusive and Accessible Project

This year, one of our SVC's goals is to build resources and trainings for our organization and others on how to make our volunteer opportunities more inclusive for students with disabilities, newcomers to Canada and International Students, commuter students and other student groups with particular needs. This project will involve interviewing students and researching to develop a strategy on how to make volunteer opportunities more accessible to these particular groups of people. The final product will be a written strategy that will be developed in collaboration with the Director of SVC.

### Roles and Responsibilities

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

#### Research & Networking

- Interviews and review of publications will be done to contribute to a written strategy for SVC



& other organizations on how to make volunteer opportunities more inclusive for particular groups of students

- Network with various departments across campus including Community Engagement and Global Citizenship, the Office of Intercultural Affairs, the Central Student Association, the Research Shop and Institute for Community Engaged Learning and many others to collect resources and conduct interviews.
- Network across campus will also occur with organizations such as Immigrant Service of Guelph Wellington, the Volunteer Centre of Guelph Wellington and the Local Immigration Partnership to collect resources and conduct interviews.
- Work with a team of individuals to complete this strategy including a peer from CEGC and the Director of Student Volunteer Connections.

### HELP Series

- Assist Projects Coordinator in developing one-time group volunteer activities that are inclusive
- Assist Projects Coordinator in gaining feedback from students to ensure that all their needs were met.

### Inter(act) Volunteer Fair

- Assist in organization of Winter Inter(act) Fair to ensure that there are accessible and inclusive opportunities presented.
- Assist in creating/ finding volunteerism options for students receiving sanctions from Student Housing Services, Off-Campus Living & Judicial Committee that are accessible & inclusive.

### Do So Much Weekend

- Work closely with the staff and volunteer team at SVC to organize and host Do So Much Weekend (conference) to ensure that it is accessible & inclusive.

### One2One Referrals/Database

- Work with Webmaster and Community Relations Coordinator to ensure that accessible and inclusive opportunities are included in One2One Referrals and within the Database.

### 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
- Needs of students with disabilities, newcomers to Canada, International Students and commuter students
- 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
- Various research methods

...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.

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