

## Director

### Year-round duties (May - April)

#### **Communications and Networking**

- Act as SVC liaison for the Community Service Option with the Judicial Committee and Student Housing Services
- Communicate regularly with the Volunteer Centre of Guelph-Wellington to continue and expand current partnerships
- Work with University departments (e.g. Student Life) and organizations to promote and support volunteering initiatives
- Coordinate on-going development of Student Volunteer Connections and its outreach and collaboration with other campus and community stakeholders
- Sit on external organization committees as needed

#### **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 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

#### **Marketing and Programming**

- Oversee Student Volunteer Connections' online Social Network presence
- Provide and participate in speaking engagements on and off campus as needed

### **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 and use of new online organization opportunity database
- 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 programmes
- 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

### **Promotion and Marketing**

- General SVC promotion – resource fairs, RA training, IHC, Ontario, and Orientation Week
- Promote SVC by updating and maintaining online tools including social networks (Twitter and Facebook) and the SVC website

### **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

## **Additional duties during Fall & Winter Semesters (October - 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 (September 2012) 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 2013/2014 staff team in March 2013
- Participate in review of job descriptions and hiring process for 2013/2014 team



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### **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
- Organize volunteer and staff appreciation events