

Position Available: Community Relations 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 3rd to December 16th, 2011 (12 hours per week, part-time, 8 required in the office)
January 9th to April 13th, 2012 (12 hours per week, part-time, 8 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 9th, 2011
- Receive an honorarium of \$100.00 for training

Roles and Responsibilities:

- Attend training session at the end of August to learn office procedures
- Assistance in promoting services, programs and events through various methods – University and Community media outlets (in consultation with the SVC Director)
- Complete and provide ONE2ONE volunteer referrals for students (online, in person, by phone)
- Update, develop, and promote University and Guelph/Wellington organization profiles and information
- Update, develop, and promote information and resources relating to the University and City of Guelph
- Communicate regularly with the Webmaster for up-to-date volunteer listings, catalogues, and resources
- Communicate regularly with the Volunteer Centre of Guelph-Wellington for community information, volunteer opportunities, future partnerships, and resources
- Communicate with University departments and student organizations for promotional, collaborative, and outreach purposes
- Update and post volunteer opportunities and events on the SVC bulletin board in the University Centre
- Develop and email the 'Volunteer Weekly' to the SVC listserv and interested parties
- Research, collect, and develop information sheets (current issues, categorical opportunities, volunteer resources)
- Promote one-time, occasional volunteer opportunities, and volunteerism to students
- Collaborate on various one-time and service-learning based opportunities with other organizations/departments
- Attend staff and board training sessions as required
- Assist the Director in recruitment, training, and management of the Community Development Support team (Volunteer Staff)
- Assist in the organization and maintenance of a presentable SVC Volunteer Outlet (office)
- Maintain day-to-day operations of SVC office (i.e. answering phone, mail-outs, photocopies)
- 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



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- Be a dedicated and passionate team member of SVC
- 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
- Familiarity with the University of Guelph and Greater Guelph-Wellington Community
- Experience in researching
- Previous volunteer experience is a necessity
- Ability to delegate tasks and coordinate a volunteer team
- Knowledge and experience with student volunteerism (management, recruitment, resources)
- Computer skills including: Microsoft Office and E-mail

Deadline for applications is Tuesday, February 2nd, 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.