



Position Available: Community Relations 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: Community Relations Coordinator

Transition and Training

- Required to receive 3 hours of job specific training
- Required to write a transition manual for the next SVC Community Relations 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

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

One2One Referral Program

- Assist in the completion of One2One Referrals for students (online or in person)
- Assist in tracking and providing statistics about the number of One2One referrals completed throughout the term
- Assist in maintaining up-to-date list of current opportunities in the local and international community.
- Communicate with the Guelph-Wellington Volunteer Centre to identify placements for skilled student volunteers where relevant

Organization and Opportunity Database

- Assist in communicating with Webmaster for up-to-date volunteer listings, catalogues and resources
- Update, develop and promote the organization profiles and information



- Communicate with volunteer centre to ensure that SVC has up-to-date information on community events, volunteer opportunities and access to the latest resources.

Volunteer Weekly Newsletter

- Assist when necessary in developing and e-mailing out the “Volunteer Weekly” to the SVC listserv and interested parties using the online service Vertical Response.

Do So Much Weekend

- Work closely with the staff and volunteer team at SVC to organize and host Do So Much Weekend (conference)

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

...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 Shawna Smith (Director) svc@uoguelph.ca by September 20th at 4:30pm. Student Volunteer Connections is an equal opportunity employer committed to diversity and welcomes all interested parties to apply.