



Student Volunteer Connections
519-824-4120x58104
svc@uoguelph.ca
McNally House
University of Guelph
www.uoguelph.ca/~svc

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:** Summer Flex Hours - 20 hours total
September 9th to December 12th, 2013 (12 hrs/wk, 6 in office)
January 6th to April 18th, 2014 (12 hrs/wk, 6 in office)
- Hours:** 368 hours total
- Stipend:** \$4,784.00 (Based on \$13.00/hr)
- Supervisor:** SVC Director

Transition and Training

- Required to attend Transition Weekend, evening of April 19th to April 21st
- Required to receive 3 additional hours of specific job related training
- Receive an honorarium of \$150.00 for training as an incoming staff member, \$100 as an outgoing staff member

Roles and Responsibilities

HELP Series:

- Coordinate and develop various one-time group volunteering activities for HELP: Social Action Now programming: a minimum of 6 placements
- Record and track participation of HELP volunteers and obtain feedback from participants
- Lead or arrange for appropriate alternate SVC representative attendance for each HELP volunteer trip

Inter(act) Volunteer Fair:

- Assist in coordination and promotion of the Inter(act) Fall semester volunteer fair with Director
- Lead organization and promotions of Winter Inter(act) volunteer fair

On-campus linkages:

- Collaborate with Student Housing Services, Off-Campus Living and the Judicial Committee on their restorative justice programs to connect students with positive volunteerism options. .
- Collaborate with Interhall Council and Residence Life Staff to promote student volunteerism in residence
- Coordinate with University Departments and student organizations for the promotion of SVC

Do So Much Weekend:

- Work closely with Director to organize and host Do So Much Weekend, SVC's annual student volunteerism mini-conference

Further duties:

- Work with SVC volunteers including Projects Assistant Coordinator on goal-setting and putting together an action plan to ensure that they are able to contribute to make a substantial contribution to SVC and also have personal growth.
- Organize and oversee promotions of SVC events through media outlets, through social media in collaboration with the Webmaster, and on-campus
- Required to complete thorough transition report and document library to be provided to incoming Projects Coordinator
- Attend staff and board training sessions as required
- Maintain day-to-day operations of SVC office, including answering phone, maintaining email presence, etc.
- Make space reservations, food services, and rentals as required for various events and programming
- Work in close collaboration with all other members of SVC's staff and volunteer teams
- Connect with underrepresented groups on campus, including but not limited to international students

Qualifications

Ability to:

- Work independently and in a team environment
- Use online tools, including social networking, with comfort and familiarity

Knowledge of:

- Resources that encourage and foster student volunteerism
- The University of Guelph and Greater Guelph-Wellington Community stakeholders

Skills in:

- Oral and written communication
- Organization and time management
- Leadership and management



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- Networking
- Interpersonal communication

Strong Experience in:

- Event planning and coordination
- Volunteerism in the local and/or international community
- Working with diverse groups with varied needs and experience

Assets:

- Previous experience with large-scale event planning
- Previous experience with volunteer management
- Proficiency in use of Adobe suite of design tools

Deadline for applications is March 20, 2013, at 11:59 p.m.

If you think you would be an ideal candidate for the position, please email your cover letter and resume to hiring@dosomuch.ca. 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.