



Student Volunteer Connections  
519-824-4120x58104  
svc@uoguelph.ca  
McNally House  
University of Guelph  
[www.uoguelph.ca/~svc](http://www.uoguelph.ca/~svc)

## Position Available: Director

*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.

<b><u>Term:</u></b>	May 3 <sup>rd</sup> to September 2 <sup>nd</sup> , 2011 (37.5 hours per week, full-time) September 3 <sup>rd</sup> to December 16 <sup>th</sup> , 2011 (15 hours per week, part-time, 12 required in the office) January 9 <sup>th</sup> to April 13 <sup>th</sup> , 2012 (15 hours per week, part-time, 12 required in the office)
<b><u>Hours:</u></b>	1,110 hours total
<b><u>Stipend:</u></b>	\$8,025.75 for summer (FT rate \$11.89)   \$4,980.75 for Fall/Winter (PT rate \$11.45)   Total \$13,006.50
<b><u>Supervisor:</u></b>	SVC Board of Directors

### **Training:**

- Required to receive 15 hours of training prior to April 9<sup>th</sup>, 2010
- Receive an honorarium of \$150.00 for training

### **Roles and Responsibilities**

The duties of this position include, but are not limited to, the following:

#### **Year-Round**

- Implement and encourage paid and volunteer staff development and training
- Participate and assist with the Board of Directors and its Adhoc committees
- Act as SVC liaison for the Community Service Option with the Judicial Committee and Student Housing Services
- Provide and participate in speaking engagements on and off campus as needed
- Regularly develop and maintain SVC's online Social Network
- Ensure corporation forms are duly filed in coordination with the Board of Directors
- Sit on external committees as needed
- Maintain and update resource centre
- Oversee paid and volunteer staff and the duties of, in collaboration with the board of directors
- With the bookkeeper, help to maintain the financial records of Student Volunteer Connections of Guelph, Inc. (including fundraising and grant proposal writing as appropriate)
- Strengthen programming, tracking (Return On Investment) strategies, and the identity of SVC for the better

#### **Summer Semester (May – September)**

- Communication and Networking
  - Network with community and on-campus agencies to seek out new and updating volunteer opportunities
  - updating and strengthening relationships with IHC, CSA, Student Housing, RLS, Alumni, and others as necessary
  - Communicate regularly with the Volunteer Centre of Guelph-Wellington
  - Meet regularly with community and on-campus organizations in person (update, maintain, strengthen relations)
- iCAN (interactive Community Action Network)
  - Enter opportunities and volunteer resources onto and maintain iCAN web database
  - Promotion of iCAN at University of Guelph and in Guelph-Wellington
- Development
  - Strengthen paid and volunteer staff training, recognition, and communication methods
  - Resources (books, reports, handouts, community information)
  - Volunteer Listings, information, opportunities

- Communicate with University departments and student organizations for promotional, collaborative, and outreach purposes
- Create and implement programming that promotes volunteerism and raises awareness of volunteer issues
- Strengthen efficiency and effectiveness of existing services and programmes as needed
- Promotion and Marketing
  - General SVC promotion – resource fairs, RA training, IHC, Ontario 'frosh guide', and Orientation Week
  - Promote SVC through the media, including articles, online social network, and volunteer stories, etc
  - Develop professional resource fair material, including display stands, pamphlets, display board, etc.
  - Update and maintain the basic information on the website
- Coordination
  - Organize and set up the Fall Semester inter(act) volunteer fair
  - Orientation Week events and collaborations
  - Book dates and reservations for all programmes and events (include dates in CSA survival guide)
  - End of August training for incoming paid and volunteer staff
  - Recruit, train, and manage the Community Development Support Team and Programming Assistance Team (Volunteer Staff)
  - Begin the planning and committee recruitment of the Do So Much Weekend
  - Provide and complete ONE2ONE volunteer referrals for students

#### Fall & Winter Semesters (September – April)

- Supervision and management of all SVC paid and volunteer staff positions
- Complete staff contracts, hiring processes, and the signing and distribution of bi-weekly pay cheques
- Communication and Networking
  - with community and on-campus groups with the intention of seeking out new and updating old volunteer opportunities
  - regularly with the Volunteer Centre of Guelph-Wellington
  - Sit on external committees as needed
  - University and Community networking (media, mentors, depts., organizations, and potential supporters)
  - Maintain regular communication with University Departments and student organizations
  - Meet with community-benefit organization representatives on a one to one basis
- Promotion and Marketing
  - SVC through media outlets, including articles, news releases, advertisements, and online social media
  - Design and canvass posters where appropriate for programming, campaigns, and services
- Outreach
  - Work with University departments and organizations to promote and support volunteering initiatives
  - Provide students with ONE2ONE volunteer referrals
  - Offer support and resources for University and Community organizations and volunteer managers
- Coordination
  - Regular staff meetings and office schedule for paid and volunteer staff
  - Organize staff and board training when appropriate
  - Coordinate and delegate tasks for the Fall semester inter(act) Volunteer Fair
  - Recruitment, Training, and Supervision of the Community Develop Support team and the Programming Assistance Team (Volunteer Staff)
  - Lead Coordinator for the Do So Much Weekend (and planning committee)
  - Assist in booking reservations for events and programming with the Projects Coordinator
  - programming that promotes volunteerism in collaboration with Projects Coordinator
  - various volunteer management workshops and seminars for Student Organizations as needed
  - volunteer appreciation events
- Required to provide 15 hours of training to the new incoming SVC Program Coordinator 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



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- 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
- 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:**

- Ability to
  - Work independently and in a team environment
  - To be trained for basic graphic design and/or web design
  - To use online social networking tools
- Knowledge of
  - Resources that encourage and foster student volunteerism
  - The University of Guelph and Greater Guelph-Wellington Community
  - Volunteerism and its nature
- Strong Skills in
  - Oral and written communication
  - Organization
  - Microsoft office and email
- Experience
  - Working with students and the community
  - In event planning and coordination
  - Volunteerism
  - With volunteer recruitment and management
- Assets
  - Basic financial management and budgeting understanding
  - Previous experience supervising paid and unpaid staff
  - Previous board of directors experience
  - Previous experience using Graphic and Poster design computer programs

**Deadline for applications is Tuesday, February 2<sup>nd</sup>, 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.