



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: Summer Flex Hours – 20 hours total
 September 9th to December 12th, 2013 (12 hrs/wk, 8 in office)
 January 6th to April 18th, 2014 (12 hrs/wk, 8 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, 2013
- 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

One2One Referral Program:

- Complete and provide One2One volunteer referrals for students (online, in person, by phone)
- Track and provide statistics about the number of One2One referral completed throughout term
- Follow up with students to ensure successful placements
- Maintain up-to-date list of current opportunities in the local and international community
- Communicate with Guelph-Wellington volunteer centre to identify placements for skilled student volunteers when relevant

Organization & Opportunity Database

Student Volunteer Connections
 of Guelph, Incorporated
 c/o 274 UC University of Guelph
 Guelph ON Canada N1G 2W1



dosomuch.ca

svc@uoguelph.ca



[/studentvolunteerconnections](https://www.facebook.com/studentvolunteerconnections)

[@svc_dosomuch](https://twitter.com/svc_dosomuch)



- Communicate regularly with the Webmaster for up-to-date volunteer listings, catalogues, and resources
- Update, develop, and promote University and Guelph/Wellington organization profiles and information
- Communicate regularly with the Volunteer Centre of Guelph-Wellington for community information, volunteer opportunities, future partnerships, and resources
- Communicate with Guelph-Wellington Volunteer Centre and community organizations to promote idea of skilled volunteerism opportunities

Volunteer Weekly Newsletter:

- Develop and email the 'Volunteer Weekly' to the SVC listserv and interested parties
- Follow up with organizations to gauge success of ads

Outreach and Membership

- Meet with on and off campus organizations to discuss their student engagement strategy
- Keep record of meetings and make any changes to the database of organizational information
- Track interactions with community organizations to identify key partners
- Recruit organizations to become formal SVC members

Further duties:

- Work with SVC volunteers including Community Relations 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 person growth.
- Assistant in promoting services, programs and opportunities through various media methods
- Update and post volunteer opportunities and events on the SVC bulletin board in the University Centre
- Required to complete thorough transition report and document library to be provided to incoming Community Relations Coordinator
- Attend staff and board training sessions as required
- Maintain day-to-day operations of SVC office, including answering phone, maintaining email presence, etc.
- Work in close collaboration with all other members of SVC's staff and volunteer teams

Qualifications

Ability to:

- Work independently and in a team environment
- Use online tools 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
- Leadership and management
- Networking
- Interpersonal communication

Strong Experience in:

- Event planning and coordination
- Student volunteerism in the local and/or international community, including management, recruitment and resources
- Knowledge and experience with student volunteerism (management, recruitment, resources)
- Researching and information gathering
- Use and comfort with online tools and services

Assets:

- Previous experience with volunteer management
- Volunteer experience in the City of Guelph or engagement experience on campus
- Proficiency in use of Adobe suite of design tools

Deadline for applications is March 20th, 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.

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