

## 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.

**Term:** May 7<sup>th</sup> to September 10<sup>th</sup>, 2012 (37.5 hours per week, full-time)

*\*\* Please note that start date for summer term is negotiable*

September 10<sup>th</sup> to December 14<sup>th</sup>, 2012 (18 hours per week, part-time, 12 in office)

15 Hours to be completed during Winter break, Dec. 17, 2012 - Jan. 6, 2013

January 7<sup>th</sup> to April 26<sup>th</sup>, 2013 (18 hours per week, part-time, 12 in office)

**Hours:** 1230 hours total

**Stipend:** \$8,025.75 for summer (FT rate \$11.89/hr) | \$4,980.75 for Fall/Winter (PT rate \$11.45/hr)

Total \$13,006.50

**Report to:** SVC Board of Directors

### Transition and Training

- Required to receive transition during March 2012 (Details to be confirmed)
  - Transition weekend, March 31<sup>st</sup>, 2012
  - 3 Hours of one-on-one transition meetings with previous Director
  - Will receive an honorarium of \$100.00 for transition
- Required to receive 5 hours of training during summer and fall semesters
  - May include human resources, financial management and/or board relations training; attending Student Leaders Interacting and Collaborating

### Roles and Responsibilities

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

#### Communications and Networking

- Act as SVC liaison for the Community Service Option with the Judicial Committee and Student Housing Services
- Communicate regularly with the Volunteer Centre of Guelph-Wellington to continue and expand current partnerships
- Work with University departments (e.g. Student Life) and organizations to promote and support

#### volunteering initiatives

- Coordinate on-going development of Student Volunteer Connections and its outreach and collaboration with other campus and community stakeholders
- Sit on external organization committees as needed

#### Administration, Planning and Capacity Development

- Develop and implement volunteer and staff team professional development and oversee year-long activities
- Sit on SVC Board of Directors as non-voting member and participate in its ad hoc committees
- Provide Board of Directors with monthly activity reports, including updates on implementation of Board directives, SVC milestones to date and upcoming initiatives/objectives
- Ensure corporation forms and insurance are duly filed in coordination with the Board of Directors
- With the bookkeeper and Board Treasurer, maintain the financial records of Student Volunteer Connections of Guelph, Inc. (including fundraising and grant proposal writing as appropriate)
- Gather key performance indicators and develop feedback mechanisms for Student Volunteer Connections for intra-organization impact assessment

#### Marketing and Programming

- Oversee Student Volunteer Connections' online Social Network presence
- Provide and participate in speaking engagements on and off campus as needed

#### **Additional duties during Summer Semester (May – September)**

##### Communication and Networking

- Liaise with Interhall Council, Student Housing and Residence Life Staff to develop outreach and information sharing with students entering residence in September
- Communicate and meet with community and on-campus agencies to expand knowledge and use of new online organization opportunity database
- Create and send out monthly e-newsletters to listserv, focusing on volunteerism resources

##### Administration, Planning and Capacity Development

- Create year-long strategic plan of SVC activities for revision with Board, paid and volunteer staff, assessing efficiency and effectiveness of existing services and programmes
- Seek Board advice to ensure planning falls in line with SVC mission and objectives
- Review and strengthen paid and volunteer staff training, recognition, and communication methods
- Create and implement summer programming that promotes volunteerism and raises awareness of volunteer issues amongst the local community
- Develop educational and reference materials for paid and volunteer staff members
- Recruit and coordinate training of any outstanding paid staff members, as well as volunteer team members



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[www.uoguelph.ca/~svc](http://www.uoguelph.ca/~svc)

#### Promotion and Marketing

- General SVC promotion – resource fairs, RA training, IHC, Ontario, and Orientation Week
- Promote SVC by updating and maintaining online tools including social networks (Twitter and Facebook) and the SVC website

#### SVC Programming

- Organize and set up the Fall Semester Inter(act) volunteer fair
- Coordinate Orientation Week events and collaborations
- Host incoming orientation interviews and social to familiarize new 2012-2013 team to SVC and other team members
- Complete One2One Referral form submissions

#### **Additional duties during Fall & Winter Semesters (October – April)**

##### Communication and Networking

- Network with community and on-campus groups (media, mentors, departments, organizations, and potential supporters) with the intention of seeking out new and updating old volunteer opportunities
- Maintain regular communication with University Departments and student organizations
- Meet with community-benefit organization representatives on a one-to-one basis

##### Administration, Planning and Capacity Development

- Complete staff contracts (September 2012) and the signing and distribution of bi-weekly pay cheques throughout year
- Organize regular staff meetings, training, and office schedules for paid and volunteer staff when appropriate
- Coordinate and complete transition for incoming 2013/2014 staff team in March 2013
- Participate in review of job descriptions and hiring process for 2013/2014 team

##### Promotion and Marketing

- Work with Webmaster to promote SVC through media outlets, including articles, news releases, advertisements, and coordinate online social media presence

##### SVC Programming

- Oversee coordination of Do So Much Weekend events and planning committee
- Organize volunteer and staff appreciation events



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## 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

Strong Skills in:

- Oral and written communication
- Organization
- Leadership and management
- Networking
- Interpersonal communication

Experience in:

- Event planning and coordination
- Volunteerism
- Volunteer recruitment and management
- Financial management and budgeting

Assets:

- Previous experience supervising paid and unpaid staff
- Previous Board of Directors experience
- Proficiency in use of Adobe suite of design tools

**Deadline for applications is February 27<sup>th</sup>, 2012, 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 [hire@dosomuch.ca](mailto:hire@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.