

Position Available: Webmaster

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 3rd to December 16th, 2011 (5 hours per week, part-time, 2 required in the office)
January 9th to April 13th, 2012 (5 hours per week, part-time, 2 required in the office)
Hours: 145 hours total
Stipend: \$1,660.25 (Based on \$11.45/hr)\$3,984.60 (Based on \$11.45/hr)
Supervisor: SVC Director

Training:

- Required to receive 5 hours of training prior to April 9th, 2011
- Receive an honorarium of \$50.00 for training

Roles and Responsibilities:

The interactive Community Action Network (iCAN): www.ican.uoguelph.ca

- Regularly update and maintain all operations of iCAN next gen
- Research, seek, and post on-campus and off-campus volunteer opportunities and events relating to students
- Research, seek, and post international volunteer opportunities relating to students
- Network with University and Community organizations with intentions of highlighting iCAN and updating expired opportunities (meeting in person as needed)
- Develop, upgrade, and redesign iCAN to maximize use and ability to effectively promote volunteerism
- Gather and enter useful links onto the website that encourage student volunteerism
- Delete inappropriate and expired submissions of volunteer opportunities and events
- Maintain regular communication with the Director and the Community Relations Coordinator
- Present monthly reports at the Board of Directors' meetings

Student Volunteer Connections 2.0: www.dosomuch.ca (www.uoguelph.ca/~svc)

- Coordinate and maintain all operations of SVC's home website
- Post and update links weekly, including upcoming SVC programming and operations, various volunteer opportunities, and the Volunteer Weekly listserv emails
- Develop, upgrade, and maintain dosomuch.ca to maximize use and communication of SVC
- Report and develop tracking methods of page uploads and usage rates
- Develop and design (or update) sections for SVC programming, events, and campaigns
- In collaboration with the Community Relations Coordinator, research, develop, and organize the volunteer resources section (volunteer management, tips, etc)
- Discover and utilize online social media tools to develop social network and client reach

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
- Attend Board of Directors meetings as the SVC Staff representative
- Assist individuals who contact SVC



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svc@uoguelph.ca
McNally House
University of Guelph
www.uoguelph.ca/~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:

- Strong written and oral communication skills
- Previous experience in web design, maintenance, and development (adobe dream weaver or equivalent)
- Experience with online social media tools and networking
- Experience in researching
- Strong organizational and time management skills
- Ability to work in a self-directed atmosphere
- Familiarity with the University of Guelph and Greater Guelph-Wellington Community
- Knowledge of student volunteerism (management, recruitment, resources)

Deadline for applications is Tuesday, February 2nd, 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.