VOLUNTEERS IN PROGRESS (VIP) JOB DESCRIPTION
STUDENT DEVELOPMENT CENTRE, UWO

POSITION: INTERNATIONAL WEEK VOLUNTEER ASSISTANT COORDINATOR
(2 positions for Summer/Fall/Winter - continuous)

AREA: Western International

TIME COMMITMENT: 4 hrs/wk (busier just prior to International Week)
MUST be available throughout the Summer

OBJECTIVE: To aid in recruitment, selection, preparation, coordination and evaluation of volunteers for International Week.

DUTIES AND RESPONSIBILITIES:

1. Ideally commencing position in Summer 2015 (continuous through Fall 2015).
2. Under the direction of the International Week Volunteer Coordinator will:
   o Coordinate recruitment, selection, training of volunteers for different positions, coaching and evaluation of volunteers.
   o Communicate with participating departments and programs about their volunteer needs.
   o Create schedule and placement of volunteers at events during the week.
   o Revise online feedback forms and ensure volunteers administer evaluations at events. Gather feedback from other volunteers and event coordinators.
   o Attend regular planning committee meetings, support the committee, assist with record keeping, take minutes at planning committee meetings, keep members up to date on developments, and attend regular meetings with International Week logistics committee.
   o Provide a complete report on objectives, accomplishments, challenges and recommendations.
3. Submit monthly volunteer log reports, a midterm feedback form and a year-end program evaluation form for the VIP Program.
4. Complete four mandatory HR training courses: WHMIS, Work Safety Orientation, Safe Campus, AODA.

QUALIFICATIONS:

1. Strong organizational skills.
2. Good written and oral communication skills.
3. Experience in event planning and student leadership an asset.
4. Flexible and adaptable.
BENEFITS:

- Receive feedback via a midterm performance review.
- Upon successful completion of the term, may request a letter of recommendation.
- Excellent experience coordinating volunteers for a large corporate event.
- Volunteer hours can go towards the international honours.
- Develop supervisory and leadership skills.

TRAINING:

1. General Orientation to SDC, Western International, and the VIP Program. (Required)
2. Health and Safety Training by Human Resources. (Required)
3. Specific training as arranged by supervisor.

RESPONSIBLE TO: Chair of International Week Committee