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

POSITION: VIP STUDENT COORDINATOR
(6 positions for Fall/Winter, 1 position for Summer)

AREA: Volunteers In Progress Program

TIME COMMITMENT: 2-3 hrs/wk: hours per week may vary depending on projects and social events.

OBJECTIVE: To assist the VIP Program Assistant with the management of the VIP Program and the organization of social, community, and professional events.

DUTIES AND RESPONSIBILITIES:

1. Assist in planning, organizing, promoting, and facilitating VIP events. Student Coordinators must be present at all VIP Events (e.g. Fall Orientation, social events, professional development workshops, annual VIP Conference, Spring Recognition Night).
2. Assist in the production of the Fall and Winter VIP Newsletters:
   a) Contribute article(s) for the Newsletter in a timely manner.
   b) Solicit interviews (supervisors and volunteers) for newsletter articles.
   c) Assist in the design, layout, and graphics of the newsletters.
3. In the winter term, assist with the recruitment of new volunteers by:
   a) Assisting with the design, implementation, and distribution of promotional material (e.g. posters, brochures)
   b) Screening applications
4. Take part in other program tasks such as staffing SDC /VIP booths during Fall Preview Day and March Break Open House.
5. Post updates and reminders about VIP events and happenings on the VIP social media pages.
6. Attend weekly team meetings with the VIP Program Assistant Coordinator.
7. Staff the VIP office 1 hour per week and help with administrative tasks as required.
8. Submit monthly volunteer log reports, a midterm feedback form, and a year-end program evaluation form for the VIP Program.
9. Complete four mandatory HR training courses: WHMIS, Work Safety Orientation, Safe Campus, AODA.

QUALIFICATIONS:

1. Strong interest in gaining experience in management, program coordination, event coordination, human resources, public relations and administration.
2. Strong communication and interpersonal skills. Must be people-oriented.
3. Demonstrates initiative, responsibility and enthusiasm.
4. Must be reliable and dependable.
5. Good time management skills.
6. Ability to work well under minimal supervision and as a member of a team.
7. Computer skills:
   a) Proficient in using Word Perfect, Microsoft Word, Excel and PowerPoint programs.
   b) Please indicate on your application of any experience using graphic design programs (e.g. InDesign, Adobe Photoshop).

**BENEFITS:**

- Develop and enhance skills in management, program and event coordination, communication and computers.
- Increase knowledge of Western International and SDC services.
- Personal satisfaction and growth.
- Receive feedback via a midterm performance review.
- Upon successful completion of the term, may request a letter of recommendation.

**TRAINING:**

- General Orientation to SDC and the VIP Program. (Required)
- Health and Safety Training by Human Resources. (Required)
- Specific training as arranged by your Supervisor.

**RESPONSIBLE TO:** VIP Program Assistant Coordinator