VOLUNTEERS IN PROGRESS (VIP) JOB DESCRIPTION
Student Development Centre (SDC), Western University

POSITION: INTERNATIONAL WEEK VOLUNTEER
ASSISTANT COORDINATOR
(2-3 Summer/Fall/Winter positions)

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.

VIP PROGRAM REQUIREMENTS (FOR ALL VIP POSITIONS):

- Attend VIPs’ General Orientation, Term-end Meeting and Year-end Recognition Event.
- Complete four mandatory Human Resources (HR) training modules: WHMIS, Health and
  Safety, Safe Campus, AODA.
- Submit a Midterm Feedback Form each term and a year-end program evaluation form to the
  VIP Program.
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.
- Excellent experience coordinating volunteers for a large corporate event.
- Volunteer hours can go towards the international honours.
- Develop supervisory and leadership skills. Receive feedback via a midterm performance review.

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