Events Assistant 2019-20

Student Volunteer Connections (SVC) works to educate students, help develop their skills, ignite their passions and foster their engagement in the community through volunteerism. The Event Assistant provides ongoing support to the Coordinator, Local Engagement to ensure the successful planning, promotion and implementation of the various SVC events throughout the academic year including Project Serve, Volunteer Fair, and monthly volunteer trips.

**Term:** August 26 – 30, 2019 (30 hrs)
8 hours/week throughout the Fall and Winter semesters

**Pay:** $17/hour

**Supervisor:** Coordinator, Local Engagement in Student Experience

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**Roles and Responsibilities**

**Group Volunteer Series:**

- Plan and implement monthly half-day volunteer experiences (usually 3 in the Fall, 3 in the Winter) for students, in partnership with community organizations and initiatives, to provide students the opportunity to connect more deeply with the Guelph community;
- Specific administrative, logistical and program-related tasks include: contacting organizations and identifying scope of volunteer activities; arranging transportation for students; creating promotional materials; creating and monitoring registration on Gryphlife; communicating with students in advance; disseminating and collecting data and evaluation for assessment; recruiting and training volunteer leaders for each trip; following up with students and partners for feedback. Record and track participation of volunteers and obtain feedback from participants.

**Volunteer Fair:**

- Assist Local Engagement Coordinator with preparation, promotion and execution of the annual Fall and Winter volunteer fairs.
- Specific tasks may include: contacting and confirming participation of community organizations; ordering food for guests from hospitality; booking space and resources; coordinating SVC volunteers; arranging parking for guests.

**Project Serve:**

- Assist Local Engagement Coordinator with the planning and implementation of Project Serve- a half day event in mid-September and mid-January to engage hundreds of students in volunteer activities in the community.
Specific tasks may include: contacting and confirming scope of volunteer opportunities with community partners; coordinating registration of participants; arranging transportation to and from volunteer placements; booking food; collecting data for assessment of day.

Further responsibilities:

- As part of the SVC staff team, establish SMART goals (program, operational and professional development) for SVC for the academic year, and a plan for implementation;
- Coordinate promotion of SVC events with Communications Assistant and the Local Engagement Peer Helper team;
- Actively participate in staff trainings and meetings;
- Maintain day-to-day operations of SVC office, including answering phone, maintaining email presence, etc;
- Organize programming within budget, complete expense reports and required documentation;
- Provide data collected on programs for reporting and evaluation;
- Connect with underrepresented groups on campus, including but not limited to international students and the Student Accessibility Services;
- Update transition report and provide orientation to future Events Assistant at end of contract.

Qualifications

Successful candidates must demonstrate:

Ability to:

- Work professionally, independently, and in a team environment;
- Use online tools, including social networking, with comfort and familiarity;
- Outreach to multiple stakeholders, on and off campus;
- Take initiative and work within a results-based environment.

Skills in:

- Oral and written communication;
- Organization and time management;
- Networking;
- Interpersonal communication.

Strong Experience in:

- Event planning and coordination;
- Volunteerism in the local community;
• Working with diverse groups with varied needs and experience.

Preference will be given to candidates with:

Knowledge of:
• Resources that encourage and foster student volunteerism;
• The University of Guelph and Greater Guelph-Wellington Community stakeholders and organizations.

Skills in:
• Volunteer management and leadership;
• Large-scale event planning;
• Use of Excel & other Office 365 applications would be an asset.

Deadline for applications is July 26th, 2019 at 11:59 PM.

If you think you would be an ideal candidate for the position, please email your cover letter and resume to rei.yang@uoguelph.ca. Applicants must plan to be registered as UofG students in the 2019-20 academic year. Student Volunteer Connections, in Student Experience, 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.