Program 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 Program Assistant provides ongoing support to the Coordinator, Local Engagement to ensure the successful offering of programs and services of SVC. The Program Assistant coordinates the Student Volunteer Subsidy program, develops resources to assist students in finding volunteer opportunities, and helps to further develop and maintain strong connections with local non-profit organizations.

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

Pay: $17/hour

Supervisor: Coordinator, Local Engagement in Student Experience

Roles and Responsibilities

Administration:

- Coordinate the process for administering the Student Volunteer Subsidy program for both Fall and Winter semesters (recruit and chair a committee, schedule meetings, record decisions, and oversee disbursement and reporting of funds used);
- Monitor SVC email account to facilitate prompt follow up with stakeholders and sort emails into other team members’ folders;
- Follow up with community organizations to update profile information in SVC’s Courselink database;
- Coordinate and organize the collection of assessment data from SVC programs and services;
- Maintain day-to-day operations of SVC office, including answering phone, maintaining email presence, etc;
- Coordinate volunteer referrals for students who drop in or fill in the online referral form

Communication, Networking and Outreach:

- In collaboration with the Communications Assistant, create and execute a promotional plan (in Fall and Winter semesters) of the Student Volunteer Subsidy program to undergraduate and graduate students;
- Support the Coordinator, Local Engagement in ongoing communication and partnership development with community organizations in the Guelph-Wellington County, to further strengthen and expand volunteer opportunities for students;
- Maintain relationship with People and Information Network (PIN), Guelph’s hub for volunteer networking.
Coordinate a team of volunteers who support the operations of SVC.

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;
- Actively participate in staff trainings and meetings;
- Other duties as assigned.

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;
- Planning and organizing;
- Time management;
- Networking and interpersonal communication;
- Leadership and volunteer management.

Strong Experience in:

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

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.