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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Maroons Volunteer Coordinator** |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | Maroons Coordinator  |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 4 to 6 hours per week |

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| **General Scope of Duties** |
| The Volunteer Coordinator is responsible for all administrative tasks relating to training and management of volunteers as well as assisting in the organization of Volunteer socials. The Volunteer Coordinator will also assist with leading a POD during Welcome Week. The Volunteer Coordinator is responsible for assisting the Coordinator with the logistics of Welcome Week training, and any additional training sessions, which may occur throughout the year. The Volunteer Coordinator works closely with the Coordinator to manage important aspects of the Maroon’s internal functioning, such as publishing sign-up sheets, and ensuring volunteers are attending shifts. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Administrative Function  | 40% | * Create the sign up sheets based on the needs of the Leadership Team.
* Aid the Coordinator in the planning and logistics of welcome week training, and other training throughout the year
* Responsible for monitoring volunteer attendance at trainings
* Assist with the planning and implementation of alternate training for volunteers who are unable to attend
* Assist with the creation and administration of online training updates, such as the winter update in January
* Responsible for taking minutes at executive meetings
* Organize all volunteer recognition and social events
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| Supervisory Function  | 30% | * Act as a supervisory figure at Maroon events
* Lead a pod during Welcome Week, along with a co-pod leader
* Adapt to online platforms as required
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| Communications Function  | 15% | * Coordinate with relevant partners who will be involved with training
* Communicate sign up sheet with the volunteers and the leadership team.
* Ensure that rooms are booked in advance of training to give volunteers plenty of advanced notice
* Maintain strong communication with Coordinator, fellow leadership team members, and general team.
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| Financial & Budgeting Function  | 10% | * Work with the Maroons Coordinator to ensure that training budgets align with the service budget
* Work with the Coordinator to ensure volunteer appreciation budgets align with the service budget
* Inform Coordinator of any and all potential expenses
* Retain financial information to receive reimbursement from the Coordinator
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| Other  | 5% | * Support and attend Maroons events
* Attend all Leadership team and volunteer trainings
* Participate in Leadership team meetings as scheduled to provide regular updates
* Provide transition to the incoming Volunteer Coordinator
* Responsible for completing a year-end transition report in a timely manner
* Other tasks as delegated by the Maroons Coordinator
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| **Knowledge, Skills and Abilities** |
| * Knowledge of Microsoft Office programs (Word, Excel, Teams) and Zoom
* Excellent organizational skills and attention to detail
* Ability to balance multiple duties and schedule multiple events
* Interpersonal and communication skills for positive relationships within and outside of the Maroons
* Some availability in summer months preferred for execution of welcome week related responsibilities and other duties related to gearing up for the new academic year
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| **Effort & Responsibility**  |
| * Communicate with leadership team to ensure the events and initiatives are being attended by
* Responsible for ensuring the sign up for shifts is communicated effectively and consistently with the team
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| **Working Conditions**  |
| * Heavy lifting may be required
* Time demands may exceed stated hours of work
* Role may be conducted virtually if required
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| **Training and Experience** |
| * Past experience with the Maroons is an asset
* Participation in Maroons Leadership Team training (provided)
* Participation in McMaster Welcome Week Training (provided)
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| **Equipment** |
| * Any required equipment will be provided
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