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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **SHEC Training and Development Coordinators** |
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| **Term of Office:** | May 1 – April 30 |
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| **Supervisor:** | SHEC Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 5 to 8 hours per week |

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| **General Scope of Duties** |
| The two Training and Development Coordinators will be responsible for organizing and implementing all training sessions and internal opportunities for professional development. The Training and Development Coordinators are responsible for preparing supplementary volunteer training assignments, as well as coordinating the September and January training sessions in conjunction with the SHEC Assistant Director, Volunteer Coordinators, and the other executives. They should also coordinate with other executive members, well in advance of these learning sessions, to organize volunteers in a thoughtful and resourceful way.  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Administrative Function | 60% | * Responsible for organizing all logistical aspects of training, including contacting speakers and presenters
* Responsible for volunteer attendance at trainings
* Create and evaluate assignments for volunteers who do not attend trainings
* Ensure volunteers who have missed trainings submit make-up assignments
* Support the Director and Assistant Director in the creation and facilitation of training for the executive team members throughout the year
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| Communications Function  | 20% | * Coordinate with other peer support services to integrate training where appropriate
* Ensure that rooms are booked in advance of training to give volunteers plenty of advanced notice
* Consult with the Director, Assistant Director, Volunteer Coordinators, and the rest of the executive team in the design and facilitation of specialized training for all volunteers
* Respond to general inquiries
* Maintain strong communication with SHEC Assistant Director, fellow executives and volunteers
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| Financial & Budgeting Function | 10% | * Work with the SHEC Assistant Director to ensure that training budgets align with the service budget
* Inform Assistant Director of any and all potential expenses
* Retain financial information to receive reimbursement from the SHEC Assistant Director
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| Other  | 10% | * Attend all executive and volunteer trainings
* Participate in executive meetings as scheduled to provide regular updates to the executive team
* Be an active leader of the SHEC Community
* Participate in various SHEC-wide campaigns
* Support and attend SHEC events
* Fulfill a minimum of one executive on-call shift (“office hours”) per week
* Be available to take supporting shifts if necessary
* Provide transition to the incoming Training and Development Coordinators
* Responsible for completing a year-end transition report in a timely manner
* Provide feedback on the service
* Other tasks as delegated by the SHEC Assistant Director or Director
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| **Knowledge, Skills and Abilities** |
| * Knowledge of Microsoft Office programs
* Attention to detail
* Ability to work in a team and act as a support
* Peer counseling and education skills
* Extensive knowledge of related health resources in the community and on-campus
* Awareness and understanding of topics associated with SHEC (i.e. inequities and systemic barriers, wellness management and coping tools, person-centric care, peer support, Harm Reduction, etc.)
* Interpersonal and communication skills to foster positive relationships within and outside of SHEC
* Understanding of service when considering volunteer and health organizations for potential collaboration
* Excellent organizational and time management skills; ability to balance multiple duties and schedule multiple events
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| **Effort & Responsibility** |
| * Confidence in ability to challenge dominant or oppressive views
* Establish and maintain professional connections on and off campus
* Effort required to provide stimulating and helpful trainings to SHEC volunteers that encompass a variety of health-related topics and peer supporting practice
* Maintain confidentiality of all individuals accessing SHEC services
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| **Working Conditions** |
| * Time demands may exceed stated hours of work
* Some availability in summer months is required for preparation of September training and executive team transition
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| **Training and Experience** |
| * Past experience with SHEC is preferred
* Previous experience acting as an educator, instructor, and/or facilitator is an asset
* Necessary training will be provided
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| **Equipment** |
| * Personal computer
* Microsoft Office programs
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