



JOB DESCRIPTION

Volunteer

Position Title:	SWHAT Volunteer Affairs Executive
Term of Office:	September 1 to April 30 (summer preparation required)
Supervisor:	SWHAT Coordinator
Remuneration:	Volunteer
Hours of Work:	Variable (8-10 hours per week, increased in September) Minimum of 5 shifts per month (shifts are 7PM-1AM)

General Scope of Duties

The SWHAT Volunteer Affairs Executive is responsible for developing a community between volunteers, including the SWHAT Executive team, through organizing SWHAT specific events, and promoting these events to the SWHAT volunteer base. The person in this role, and the SWHAT Public Relations Executive, are responsible for promoting and organizing the SWHAT Walk-A-Thon, that occurs once per term, in addition to general SWHAT Executive member duties.

Members of the SWHAT Executive team must comply with all duties applicable to SWHAT Walkers and SWHAT Dispatchers.

Major Duties and Responsibilities

Category	Percent	Specifics
Operations & Supervisory Function	45%	<ul style="list-style-type: none"> ▪ Open SWHAT office and remain in the office until the end of shift. Minimum of 5 shifts per month (shifts are 7PM-1AM) ▪ Ensure that all walker and dispatcher procedures are enforced and practiced ▪ Able to function as a walker or dispatcher in the case that one is not present ▪ Assist the SWHAT Coordinator with the selection of walkers ▪ Assist the SWHAT Internal Affairs Executive with recruiting and training of the walkers ▪ Assist the SWHAT Dispatch Operations Executive with training of the dispatchers ▪ Work with the SWHAT Executive team in monitoring walk count, and updating walk counter in the office
Financial & Budgeting Function	5%	<ul style="list-style-type: none"> ▪ Collaborate with the SWHAT Coordinator to ensure that event budgets align with the SWHAT service budget

Student Walk Home Attendant Team (SWHAT) Volunteer Affairs Executive Job Description

		<ul style="list-style-type: none"> ▪ Provide information about costs and expenses to the SWHAT Coordinator prior to incurring costs ▪ Collaborate with the SWHAT Coordinator to complete any and all financial forms required
Event Planning Function	25%	<ul style="list-style-type: none"> ▪ Plan and execute monthly social events for volunteers to improve morale and encourage participation ▪ Organize an end-of-year social and end-of-year recognition gifts for all volunteers ▪ Collaborate with SWHAT Internal Affairs Executive and SWHAT Public Relations Executive to promote social events ▪ Communicate events schedule efficiently and on time to the SWHAT Executive team and volunteer base
Communications Function	10%	<ul style="list-style-type: none"> ▪ Check-in weekly with the SWHAT Coordinator to discuss current projects and issues ▪ Attend bi-monthly SWHAT Executive team meetings to discuss current projects and issues ▪ Communicate with the SWHAT Executive team while making decisions for the service, through meetings, email, and other forms of communication deemed appropriate ▪ Monitor the SWHAT Volunteer Affairs email and answer any inquiries ▪ Participate in mid-year evaluation process set out by the MSU Vice-President Administration ▪ Participate in transition with the outgoing SWHAT Volunteer Affairs Executive and provide transition for the incoming SWHAT Volunteer Affairs Executive ▪ Collaborate with the SWHAT Internal Affairs Executive to plan and execute volunteer recognition initiatives, including but not limited to the SWHAT Appreciation Wall and SWHAT Appreciation Cards
Advertising & Promotions Function	15%	<ul style="list-style-type: none"> ▪ Promote use of SWHAT service to the McMaster community throughout the year ▪ Assist the SWHAT Public Relations Executive with organizing promotions prior to and during Welcome Week, including but not limited to Welcome Day, Clubsfest, SOCS Olympics, and MacQuest ▪ Collaborate with the SWHAT Public Relations Executive in promoting and organizing the SWHAT Walk-A-Thon, and to develop strategies for increased service use and exposure of SWHAT to the McMaster community ▪ Liaise and communicate with the McMaster and Hamilton community in order to secure which organization will receive the proceeds from the SWHAT Walk-A-Thon ▪ Liaise with the SWHAT Coordinator to utilize appropriate MSU departments and resources to promote SWHAT and SWHAT initiatives ▪ Liaise with Underground Media and Design MSU to ensure all promotional material is up to standard

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| | | <ul style="list-style-type: none">▪ Make sure all promotional material for SWHAT and SWHAT initiatives are compliant with the MSU Style Guide |
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Knowledge, Skills and Abilities

- Knowledge of the philosophies and fundamentals of SWHAT operations
- Organization and time management skills
- Skills to work independently, skills to motivate, and manage others
- Event planning experience is an asset
- Written and oral communication skills
- Creativity and enthusiasm
- Teamwork
- Initiative required to see tasks through to completion

Effort & Responsibility

- Communication with MSU organizations, services, and clubs
- Communication with Hamilton community groups and University departments
- Exercise judgment in unexpected or emergency situations when on shift
- Exercise judgment in volunteer discipline
- The summer is important for setting up the service to run effectively for the year. September is very busy with recruiting, interviewing, and training volunteers.
- Responsible for maintaining an appropriate and positive image of the MSU

Working Conditions

- Late evenings
- Working conditions vary
- Duties can be performed in the SWHAT office, on shift, and outside of normal hours
- Time demands may exceed stated hours of work

Training and Experience

- Previous experience in SWHAT in any capacity
- Participation in SWHAT Executive transition meeting, transition with previous SWHAT Volunteer Affairs Executive required
- Participation in SWHAT Executive training
- Working knowledge of Word, Excel, Google Drive, and email an asset

Equipment

- Telephone and voicemail box
- Radio
- Personal computer in SWHAT office