



JOB DESCRIPTION

Volunteer

Position Title: WGEN Training and Development Coordinator

Term of Office: May 1 – April 30

Supervisor: WGEN Director

Remuneration: Volunteer

Hours of Work: 5 to 8 hours per week

General Scope of Duties

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

Major Duties and Responsibilities

| Category | Percent | Specifics |
|-------------------------|---------|---|
| Administrative Function | 60% | <ul style="list-style-type: none"> ▪ 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 Coordinator in the creation and facilitation of training for the executive team members throughout the year |
| Communications Function | 20% | <ul style="list-style-type: none"> ▪ 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 Coordinator, Volunteer Coordinators, and the rest of the executive team in the design and facilitation of specialized training for all volunteers ▪ Respond to general inquiries |

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|-------|-----|---|
| | | <ul style="list-style-type: none"> ▪ Maintain strong communication with Coordinator, fellow executives and volunteers |
| Other | 20% | <ul style="list-style-type: none"> ▪ Attend all executive and volunteer trainings ▪ Participate in executive meetings as scheduled to provide regular updates to the executive team ▪ Be an active member of the WGEN Community ▪ Fulfill a minimum of one executive on-call shift (“office hours”) per week ▪ Be available to take supporting shifts if necessary ▪ Provide feedback on the service ▪ Other tasks as delegated by the WGEN Director |

Knowledge, Skills and Abilities

- Knowledge of Microsoft Office programs (i.e., Word, Excel, PowerPoint)
- 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 WGEN (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 WGEN
- 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

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 WGEN volunteers that encompass a variety of health-related topics and peer supporting practice
- Maintain confidentiality of all individuals accessing WGEN services

Working Conditions

- Time demands may exceed stated hours of work
- Some availability in summer months required for preparation of September training and executive team transition

Training and Experience

- Past experience with WGEN is preferred
- Previous experience acting as an educator, instructor, and/or facilitator is an asset
- Necessary training will be provided

Equipment

- Personal computer
- Microsoft Office programs