



JOB DESCRIPTION

Volunteer

Position Title: WGEN Volunteer Coordinator

Term of Office: May 1 – April 30

Supervisor: Women and Gender Equity Network (WGEN) Coordinator

Remuneration: Volunteer

Hours of Work: 3 to 6 hours per week

General Scope of Duties

The Volunteer Coordinator will be responsible for organizing the recruitment of new volunteers, as well as the scheduling and coordination of volunteers and executives. The Volunteer Coordinator will work with the WGEN Coordinator to create a supportive community of volunteers, who will help facilitate, maintain and advertise safe(r)-space, events, workshops, and campaigns. The Volunteer Coordinator will also coordinate with executive members well in advance of events and campaigns to support and organize volunteers in a thoughtful and resourceful way.

Major Duties and Responsibilities

Category	Percent	Specifics
Volunteer Management Function	60%	<ul style="list-style-type: none"> ▪ Work with various executives to coordinate volunteers for workshops, events, campaigns, and safe(r) space ▪ Conduct volunteer meetings ▪ Maintain strong communication with the Coordinator, executives, and volunteers
Recruitment Function	35%	<ul style="list-style-type: none"> ▪ Collaborate with Training & Development Coordinators to organize training for volunteers and executives as needed ▪ Work with the WGEN coordinator to interview and recruit volunteers
Other	5%	<ul style="list-style-type: none"> ▪ Other duties as assigned by the WGEN Coordinator ▪ Provide feedback on the service ▪ Attend executive meetings as scheduled ▪ Be an active member of the WGEN community

Knowledge, Skills and Abilities

- Awareness and understanding of topics associated with WGEN (i.e. transphobia, racism, sexism, ableism, and human rights, heterosexism, cissexism, heteronormativity, intersecting oppressions and invisible privilege, sexual assault)
- Confidence and ability to challenge dominant views
- Organizational and time management skills
- Leadership and supervisory skills
- Written and verbal communication skills
- Commitment and dedication to Service

Effort & Responsibility

- Effort to think creatively
- Effort required to implement recruitment campaigns
- Ability to work in a team and act as a support
- Maintain confidentiality of all individuals accessing the WGEN

Working Conditions

- Time demands may exceed stated hours of work
- Most work can be completed in a shared office space

Training and Experience

- Previous leadership experience
- Necessary training will be provided

Equipment

- Shared computer