



Memo

From the office of the...
**Vice-President
(Administration)**

To:	Executive Board
From:	Christina Devarapalli, Vice-President (Administration)
Subject:	WGEN Training & Development Coordinator and Volunteer Coordinator Job Descriptions
Date:	March 25, 2022

Dear Executive Board,

Since last year, there have been structural changes to some services in order to better internally meet the needs of the Service but also improve the way in which it is offered to students. For WGEN, the role of Training & Development Coordinator was created last year to facilitate the often-robust service-specific training required. The Volunteer Coordinator role is to be re-instated in the Operating Policy at SRA 21R so that the service can provide high-level support to the many volunteers putting their hours into the Service.

To move forward, the creation of the Volunteer Coordinator and Training & Development Coordinator job descriptions must be approved. The proposed job descriptions serve important purposes in the wellbeing and longevity of WGEN. Highlighted below is the reasoning for these changes and the gaps they seek to address.

Overall, the integration of these roles will improve the hiring and training process for the Director, Assistant Director, and all involved executives. WGEN typically hires around 60 volunteers, total, and interviewing and training all of these volunteers is incredibly time consuming. With the support of two Volunteer Coordinators and two Training & Development Coordinators, the Director and Assistant Director will have more capacity to plan and execute tasks during the summer months and build capacity for the fall and winter terms.

Typically, training occurs over one weekend when in person, and it will be significantly easier to plan with the support of two Training & Development Coordinators. This will ensure that, during training, volunteers will have lots of room to seek and receive support from executives.

With two Training & Development Coordinators, there will be opportunity for continued training and development over the course of the year. Plus, with two Volunteer Coordinators, there will be increased organizational support and opportunity for community-building among volunteers during the year.

To briefly highlight the responsibilities of these roles, the Training & Development Coordinator will be responsible for organizing and implementing all training sessions. They will prepare supplementary volunteer training assignments and coordinate the September and January training sessions in conjunction with the WGEN Director, Volunteer Coordinators, and the other executives.

The Volunteer Coordinator will be responsible for organizing the recruitment of new volunteers, and the scheduling and coordination of volunteers and executives. They will collaborate with the WGEN Coordinator to create a supportive community of volunteers to help facilitate, maintain and advertise safe(r)-space, events, workshops, and campaigns. Both roles will further coordinate with other executive members to organize volunteers in a thoughtful and resourceful way.

The approval of these job descriptions will relieve some pressure off individual executives in carrying out all of these tasks, as well as the Director and Assistant Director from being involved in time-consuming logistical tasks that take away capacity to work on other aspects of WGEN (i.e. resources, events planning, space maintenance, etc.). I implore you to consider the greatly positive impact these changes will have next year on the WGEN team and students using the Service.

Thank you,



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