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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Student Health Education Centre (SHEC) Volunteer Coordinators** |
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| **Term of Office:** | May 1 to April 30 |
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| **Supervisor:** | SHEC Director |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 4 to 6 hours per week |

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| **General Scope of Duties** |
| The two Volunteer Coordinators are responsible for all administrative tasks relating to onboarding, tracking, and management of volunteers as well as the organization of volunteer socials and appreciation events. Volunteer Coordinators will also work with the Training and Development Coordinators to design and facilitate training for SHEC peer support volunteers. The Volunteer Coordinators work closely with one another and the SHEC Assistant Director to manage important aspects of SHEC's internal functioning regarding Peer Support Volunteers.  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Administrative Function  | 50% | * Assist in finding volunteers to cover shifts in the event of illness or other scheduling conflict
* Print weekly schedule and record missed shifts
* Work with the SHEC Director and Assistant Director to interview and recruit volunteers during fall and spring hiring
* Support the Training and Development Coordinators and the SHEC Assistant Director in the planning and execution of September and January training weekends
* Responsible for taking minutes at executive meetings
* Organize all volunteer recognition and retention events
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| Communications Function  | 20% | * Coordinate shift swaps amongst the volunteers, as needed
* Maintain strong communication with one another, the Director, Assistant Director, fellow executives, and volunteers
* Follow up with volunteers to debrief after peer support sessions (Report to the Assistant Director)
* Arrange volunteer Engagement/retention initiatives.
* Arrange volunteer recognition initiatives (coordinate and facilitate 3-4 social events during the academic year for the entire volunteer team to increase a sense of connectedness)
* Additional communication/support duties during Executive on-call shifts
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| Financial & Budgeting Function  | 10% | * Work with the SHEC Assistant Director to ensure volunteer appreciation budgets align with the service budget
* Inform SHEC Assistant Director of any and all potential expenses
* Retain financial information to receive reimbursement from the SHEC Assistant Director
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| Other  | 20% | * Make the “Who are We” SHEC volunteer board
* Responsible for decorating the office for special occasions (e.g. Christmas, Valentine’s Day, St. Patrick’s Day)
* Be an active leader of the SHEC Community
* Participate in various SHEC-wide campaigns
* Support and attend SHEC events
* Attend all executive and volunteer trainings
* Participate in executive meetings as scheduled to provide regular updates to the executive team
* 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 Volunteer 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
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| **Knowledge, Skills and Abilities** |
| * Knowledge of Microsoft Office programs
* Attention to detail
* Leadership and supervisory skills
* Ability to work in a team and act as a support
* Interpersonal and communication skills to foster positive relationships within and outside of SHEC
* Excellent organizational and time management skills; ability to balance multiple duties and schedule multiple events
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| **Effort & Responsibility** |
| * Effort required to ensure the internal scheduling of SHEC runs efficiently and smoothly so SHEC in turn can run as efficiently as possible
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| * Provide on-going support to all SHEC volunteers and complete debriefs after challenging peer support sessions
* Maintain confidentiality of all individuals accessing SHEC services
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| **Working Conditions** |
| * Most work can be completed in a shared office space
* Time demands may exceed stated hours of work
* Some availability in summer months preferred for gearing up for the new academic year
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| **Training and Experience** |
| * Previous leadership experience
* Past experience with SHEC is an asset
* Necessary training will be provided
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| **Equipment** |
| * Personal computer
* Microsoft Office programs
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