



Clubs & Volunteer Coordinator _ Job Ad 2716

REPORTS TO: Manager, Student Experience (primarily), Facilities and Production Coordinator (secondarily)

As the **Clubs & Volunteer Coordinator**, it will be your responsibility to recruit and manage student volunteers and oversee and provide guidance to the student clubs portfolio, primarily on campus. You will be responsible for the scheduling and allocating of responsibilities and tasks to these volunteers. Recognizing exemplary students is essential in retaining quality volunteers to represent our various programs, as well for developing and enhancing Academic Clubs on campus.

It takes a competent leader to succeed in this profession. You should know how to distinguish talent and do everything possible to motivate and inspire. You must possess excellent organizational skills and ability to communicate with people from diverse backgrounds and experiences.

The goal is to ensure that our organization is always staffed with the best and most reliable individuals, and that they are correctly utilized for the fulfilment of our mission.

DUTIES AND RESPONSIBILITIES

- oversee all aspects of the college's system of SRC-ratified-and-recognized clubs and organizations:
 - publicizing the process of forming a club and arranging for its ratification at the beginning of each academic semester,
 - ensuring that each club is properly constituted with an executive and faculty advisor (and maintaining regular contact with those individuals),
 - providing the Board with recommendations regarding the initial funding of clubs (based upon the scheduling of their formation/ratification),
 - advising and assisting clubs with their fundraising activities, booking space and keeping track of current events both on and off campus,
 - ensuring that clubs are conducting their financial transactions properly (using the provided cheque request and bank deposit forms), and liaising with the Finance Department when issues arise,
 - mediating internal club disputes,
 - facilitating the year-to-year transition of clubs by fostering a continuity of faculty liaisons and/or executive members,
 - annually reviewing (and amending, when necessary) the club manual and associated forms;
 - Growing the current Club platform to enhance student life



- Manage and track club ratification submissions each semester and keep an updated record of all club contacts/signing authorities and file paperwork submissions regularly.
- Work with each club to foster their goals for the year and help them broaden their reach and get more active on campus and within our community.
- Program development around sexual violence prevention and campus / student safety
- Source and recruit volunteers through various techniques (classroom visits, campus booths, e-mail, social media etc.)
 - As the Volunteer Coordinator a main responsibility will be to attain volunteers for the following SRC Programs, but not limited to:
 - St. Clair College SafeWalk Program
 - St. Clair College Sexual Violence Prevention Team (consent)
 - SRC Food Drive *Hunger Bites (organize alongside SRC President & Board Manager)
 - Student Charity
 - Academic Honesty
 - Health & Wellness
- Other areas as needed
- Collect / store information on availabilities
- Arrange for appropriate training in conjunction with our Campus Partners
- Produce biweekly / weekly schedules as it pertains to our needs
- Assign responsibilities to the right people for special events
- Coordinate teams of volunteers for large-scale actions
- Communicate frequently with volunteers
- Disseminate information for upcoming actions and events
- Keep detailed records of volunteers' information and assignments
- Ensure the purpose of the organization and its actions are clearly communicated
- Work various shifts / hours as the job demands
- Work alongside the Board Manager / Corporate Secretary & SRC GM / ED to facilitate SRC Board of Directors Training

DESIRABLE PROFESSIONAL QUALIFICATIONS

- A post-secondary school diploma / degree and / or related experience
- Experience in recruiting through various channels
- Ability to communicate effectively with a diverse group
- Excellent organizational and team coordination abilities
- Event planning experience considered an asset
- Microsoft Office 365 knowledge and experience



- Willingness to work with students from all backgrounds and for both Windsor campuses (South & Downtown)

DESIRABLE PERSONAL QUALITIES/TRAITS

- Well organized, punctual, self-motivated, detail-oriented;
- Excellent written and oral communication skills;
- Excellent mathematical skills;
- The ability to multi-task;
- Capable of individual initiative and team-work.
- Excellent time management skills
- Multi-tasking and problem-solving skills
- Friendly & Personable—must create relationships with student leaders and faculty advisors to create continuity from year to year and be approachable.

This position is a Full-Time up to 40 hours a week position on a 2-year contact with potential for renewal.

Interested candidates should **email** their resume & cover letter to src@stclaircollege.ca and must quote JOB AD #2716

only those selected for an interview will be contacted