



University of Toronto Mississauga
Students' Union
LOCAL 109 OF THE CANADIAN FEDERATION OF STUDENTS

3359 Mississauga Road Mississauga, Ontario L5L 1C6 | Tel: (905) 828-5249 | Fax: (905) 569-4714

EMPLOYMENT OPPORTUNITY

Position: Associate Volunteer Management
Type: 8-12 Hours/Week
Location: Mississauga
Duration: Friday, June 14th, 2019 – Thursday, April 30th, 2019.

Date Posted: May 24th, 2019
Expiry Date: June 7th, 2019 – 11:59 pm.

UTM Students' Union:

The UTM Students' Union, Local 109 of the Canadian Federation of Students represents and advocates for all undergraduate students at the University of Toronto Mississauga. UTM Students Union also manages the student center and administers many cost-saving services. **The UTM Students' Union is membership driven and cannot survive without vital student input and involvement.** Students set the agenda through their elected representatives on the UTMSU Board of Directors. (www.utmsu.ca).

Job Description:

The Associate Volunteer Management will be working with the UTMSU Executive Team to help create, facilitate and coordinate the goals of the union. The associate will raise awareness about volunteer opportunities at UTMSU, UTM and the broader community. The associate will also be responsible for the recruitment and management of volunteers.

Responsibilities:

- Must complete **at least eight (8) office hours a week.**
- Attend weekly team meetings
- Chair or take minutes at certain meetings as designated.
- Outreach for campaigns and services undertaken by UTMSU.
- Assist the coordination of volunteers at events, including but not limited to, crowd control and communicating instructions to them.
- Responsible for coordinating the outreach efforts of the organization.
- Act as the link between the executives and volunteers, communicating with volunteers any messages sent by the executives and vice-versa.
- Responsible for recruiting volunteers for the various activities and campaigns of the UTMSU.
- Create and maintain volunteer lists, categorized based on areas of interest.
- Retain current volunteers through different acts to keep enthusiasm high and to show appreciation for their contributions.
- **Suggest challenges and opportunities for the student union to work on! Your opinion matters!**

What you bring to the table:

- Ability to work within a team and independently
- Highly organized and able to multitask
- Detail oriented and solution focused
- Punctual and enthusiastic

- Self-motivated and Dedicated: able to complete tasks without being supervised
- Effective communicator: possess inter- and intra-personal skills
- Trustworthy: has a sense of confidentiality pertaining to sensitive issues.
- Accountable: able to report weekly on assigned tasks.
- Reliable and Respectful.
- Effective Note Taker.
- Extremely personable.
- Familiar with volunteerism.

Compensation

Remuneration is \$14/hour.

Contact / Application Information:

For more information on the position of Associate Volunteer Management, please contact UTMSU at jobs@utmsu.ca

How to Apply:

Please send your cover letter & resume by June 7th, 2019 at 11:59pm to the attention of Sara Malhotra: jobs@utmsu.ca. Please use the subject “**Application: Volunteer Management**”.

Interview:

Only selected candidates will be invited for an interview.

- Your Students' Union
University of Toronto Mississauga Students' Union
Local 109 - Canadian Federation of Students

Also, visit us on www.utmsu.ca/ and visit us on:
www.facebook.com/UTMSU or follow us on Twitter @myUTMSU