



EMPLOYMENT OPPORTUNITY

Position: Volunteer Coordinator
Type: 12 Hours/Week
Location: Mississauga
Duration: Monday, September 27, 2021 - Saturday, April 30, 2022
Date Posted: September 8, 2021
Expiry Date: September 22, 2021 - 11:59PM

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 Volunteer coordinator will be working with the UTMSU President to raise awareness about volunteer opportunities at UTMSU, UTM and the broader community. The coordinator will also be responsible for the recruitment and management of volunteers.

Responsibilities:

- Must complete a minimum of **twelve (12) office hours a week**.
- Attend mandatory weekly meetings with the President, the associates, and other coordinators under the supervision of the President.
- Assist the President with all administrative matters related to gathering volunteers.
- Responsible for coordinating the outreach efforts of the organization.
- Responsible for recruiting volunteers for the various activities and campaigns of the UTMSU.
- Assist the coordination of volunteers at events, including but not limited to, crowd control and communicating instructions to them.
- Create and maintain volunteer lists, categorized based on areas of interest wherein certain volunteers only intend on assisting with particular initiatives.
- Retain current volunteers through different acts to keep enthusiasm high and to show appreciation for their contributions.
- Act as the link between the executives and volunteers, communicating with volunteers any messages sent by the executives and vice-versa.
- Assist with promoting the activities for which volunteers are required.
- Is responsible for reporting all accomplishments and hours of work to the President, and the Executive Director on a bi-weekly basis, with all projects and work assigned

Qualities/Skills Required:

- Highly organized.
- Understand the impact of food insecurity.
- Self-motivated and Dedicated.
- Effective communicator.
- Punctual.
- Adhere to confidentiality.

- Ability to work with and lead a team.
- Extremely personable.
- Familiar with volunteerism.
- Organization and attention to detailed information are necessary skills.

Compensation:

Remuneration is \$14.25/hour.

Contact / Application Information:

For more information on the position of Volunteer Coordinator, please contact UTMSU at jobs@utmsu.ca and cc: president@utmsu.ca . Please use the subject “**Application: Volunteer Coordinator**”.

How to Apply:

Please send your cover letter & resume by Wednesday, September 22, 2021 at 11:59PM to the attention of Wei Lai: jobs@utmsu.ca and CC: president@utmsu.ca .

Interview:

Only selected candidates will be invited for an interview.

Hours and compensation:

- Contract start date: Monday, September 27, 2021
- Contract end date: Saturday, April 30, 2022 – possible extension pending performance review.

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

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