



EMPLOYMENT OPPORTUNITY
Volunteer Coordinator

Start date: Monday, December 5, 2016

End date: Friday, April 28, 2017

Salary: \$18.00 - 20.50 per hour, commensurate with experience

Hours: Full-time, 35 hours per week

Location: SFU Vancouver (Harbour Centre campus), 3rd Floor, 515 West Hastings St., Vancouver

Closing Date: Thursday, November 23rd, 2016 – midnight (12:00 am) PT

Applicant must be an SFU student or recently graduated alumni. This position is open to SFU co-op students.

Applicants should submit their package (with all material attached in one PDF file) via email with name and position in the subject line, attention to:

Janet Webber, Executive Director, SFU Public Square public_square@sfu.ca

Please include:

1. Cover letter
2. Resume
3. Written response (200 word max.) to the following question: *What are the benefits of successful community engagement?*

We thank all applicants, but only those invited for interviews will be contacted.

About SFU Public Square:

SFU Public Square is a signature program to advance the university's community engagement strategy. Its aim is to be the "go-to" convener for serious and productive dialogues on important public issues, working to diffuse polarization and promote community building and democratic development.

About the Community Summit:

Each year, SFU Public Square produces a Community Summit, a multi-modal, intense week of events and activities that showcases the university's commitment to engagement on an issue of public concern. The Community Summit works with myriad community partners and sponsors and engages students, staff, faculty, alumni and the public to produce 8 to 16 events over a week-long period. SFU Public Square also works with media outlets to amplify the key messages of the Community Summit and to raise the profile of SFU as an 'engaged university'.

Position Description:

As the **Volunteer Coordinator**, you will be a key supportive member and will work closely with others on the SFU Public Square team to deliver SFU Public Square activities and events, including the 2017 Community Summit focused on the theme of Canada and the World. You will report to the Executive Director and Community Summit Project Manager. The Volunteer Coordinator will drive volunteer recruitment and volunteer management while providing ongoing support to volunteers before, during and after the Community Summit. The Volunteer Coordinator will also play a key supportive role in the planning and execution of SFU Public Square events.

This is a dynamic work environment and the position requires flexibility, the ability to think on your feet and manage multiple responsibilities. Candidates must enjoy working with people, be solution focused, and have a keen interest in and knowledge of community engagement, dialogue and democratic development. Candidates must possess the ability to work independently and collaboratively, and be committed to maintaining good working relationships with the rest of the project team, partners, suppliers, and volunteers.

Role and Responsibilities:

- Develop, implement, and coordinate the Volunteer Program for the 2017 Community Summit;
- Onsite management of volunteers at SFU Public Square events;
- Organize and implement volunteer recognition activities;
- Work in consultation with the Communications Coordinator to develop engaging content for volunteer recruitment on our website, email newsletter, social media channels, SFU Public Square blog, media outlets and print material to promote events;
- Recruit, diversify, motivate, encourage mentorship, and supervise SFU Public Square's network of volunteers;
- Organize volunteer interviews, resource packages and orientation, training, development, and evaluation;
- Oversee day to day scheduling, time tracking, and activities for volunteers;
- Create detailed and organized volunteer manuals for activities;
Capture and update contact information of volunteers in the SFU Public Square database (in accordance with the BC Privacy Act);
- Liaise regularly with Executive Director and Community Summit Project Manager on work planning and submission of reports;
- Attend weekly staff meetings;
- Provide updates and reports on all volunteer program activity;
- Working closely with the Program Coordinator, support the planning and execution of event operations and logistics.

Qualifications:

- SFU student or alumni;
- Effective interpersonal, oral and written communication abilities with diverse groups and individuals in English, additional language(s) considered an asset;
- Previous experience coordinating a volunteer program;
- Previous experience managing volunteers at events;
- Previous experience in event planning and hosting;
- Pronounced time management, organizational, problem solving and planning skills
- Strong sense of team and supportive of a workplace that values collaboration and a “learning culture”;
- Ability to work in an environment where priorities change frequently;
- Detail oriented with a healthy work ethic;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) is essential;
- Experience working in an open office setting;
- Ability to work independently and collaboratively;
- Ability to work evenings and weekends and travel in support of SFU Public Square activity as required.