Volunteer Coordinator Job Description
Fairs Week – presented by SFU Career & Volunteer Services

RESPONSIBILITIES:
- Recruit, manage & assist with orientation/training of a team of 50+ volunteers (Fair Ambassadors) leading up to and during the event that combines a Career Fair, Grad Fair & Volunteer Fair (100+ exhibitors) over 2 campuses (Burnaby & Surrey) and also potentially for pre-event promotional activities such as a launch event
- Be available preferably at least 70% of the 3 days of the fair
- Starting in August, develop and maintain timeline of tasks and activities with guidance from Fair Coordinator & Fair Manager
- Create & distribute recruitment marketing starting in August
- Oversee email correspondence & sending important information to Fair Ambassadors
- Plan & facilitate 2 to 3 ice-breaker sessions for Fair Ambassadors prior to training sessions
- Update existing training materials and organize an orientation/training session at the Burnaby campus for Fair Ambassadors in early September
- Create the volunteer list, track individual volunteer hours and produce a post-event final summary report
- Oversee the team of volunteers before and during the event including checking in and checking out each volunteer, providing instructions and problem solving when needed
- Work collaboratively with other team members in organizing Fairs Week (Fair Manager from SFU Career & Volunteer Services, Fair Coordinator/AIESEC Intern)
- Be available for bi-weekly team meetings
- Report weekly via to Fair Coordinator & Fair Manager
- There may be additional tasks related to logistics, student marketing and event planning.
- Possibility to write blog articles if that is of interest
- Help solicit prize donations to be used in raffles and giveaways to students attending Fairs Week
- Assisting with Social Media when needed to promote Fairs Week to SFU students
- Giving creative input for Event activities for students attending to illicit greater engagement

SKILLS REQUIRED:
- Interest or experience in volunteer or team management
- Excellent time management skills and ability to meet/exceed deadlines
- Tons of enthusiasm and energy
- Strong project management skills
- Strong leadership skills [or interest in developing]
- Extremely organized, reliable and responsible
- Action-oriented and ability to take initiatives
- Good communication skills
- Proven ability to balance school/life/volunteer/work school roles
- Prefer candidates with ability to free up time for late summer and early fall months (i.e. no excessive other commitments such as full-time jobs or full course loads)

PERSONAL BENEFITS & LEARNING:
- Gain significant hands on event & volunteer management experience and work alongside of experienced event planners
- Strengthen people management, leadership and teamwork skills
- Network with various Fairs Week stakeholders and exhibitors from many industries
- Greater knowledge and access to SFU Career & Volunteer Services for personal career exploration
- Direct assistance from Fair Manager for resume/cover letter writing, interview skills and work search techniques
- Reference from Fair Manager upon satisfactory performance
- Hours completed will be recognized on SFU’s Co-Curricular Record

NUMBER OF POSITIONS: 3

DURATION: ongoing through early Aug – late Sept (possibly for early Oct for follow up tasks)

TIME COMMITMENT: 4-6 hours per week, but varies depending on tasks at hand. Most work concentrated during late Aug and in Sept (ie: up to 10-12 hours per week) leading up to the Fair

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