



## JOB POSTING INFORMATION

**JOB TITLE:** OUTREACH SERVICES EVENTS AND VOLUNTEER COORDINATOR

**JOB CODE:** SA-OS-003

**DATE POSTED:** MAY 21<sup>ST</sup>, 2013

**POSTING EXPIRES:** JUNE 4<sup>TH</sup>, 2013

**JOB CATEGORY:** FULL-TIME, 40 HOURS PER WEEK

**JOB TYPE:** EMPLOYEE

**TRAVEL REQUIRED:** SOME

**SALARY RANGE:** \$28,000 - \$31,500 (NON-NEGOTIABLE)

**LOCATION OF WORK:** DURHAM COLLEGE/UOIT NORTH CAMPUS, G2030 & SSB120

**WILL TRAIN APPLICANT:** SOME TRAINING PROVIDED

## JOB SUMMARY

Outreach Services is a service provided by The Student Association at Durham College and UOIT (SA). The SA is a student-funded, volunteer-driven, non-profit organization representing Durham College and UOIT students. Outreach Services includes four primary centres: Campus Food Centre, LGBTQ Centre, Sexual Health Resource Centre, and Women's Centre. Our services are committed to providing a safe, harassment-free, drop-in space for all students on campus. Our employees provide support, referrals, resources and advocacy on issues such as violence against women, healthy and unhealthy relationships, sexual health, sexism, heterosexism, homophobia, poverty, and financial issues through workshops and educational programming.

Reporting to the Manager of Outreach Services, the role of the Outreach Services Events and Volunteer Coordinator (EVC) is to complete all tasks associated with the administration of all Outreach Services events (educational sessions, fundraisers, social events, etc.) and will do so while promoting the vision and mission of each service within the Outreach department. The EVC will also be responsible for communicating with volunteers, including training, scheduling, and assigning duties. Lastly, the EVC will work with various departments and community agencies to ensure the intended outcome of each event is accomplished and volunteers are being engaged, recognized and valued.

### SUMMARY OF DUTIES:

#### Volunteer Management:

- Schedule and prepare for team and community meetings.
- Co-organize the orientation and training of new team members, including the development of an orientation package.
- Ensure all communications with volunteers are effective and timely.
- Schedule and oversee peer support volunteers, placement and work study students.
- Liaison between volunteers and other Outreach Services staff.
- Ensure volunteers are completing tasks and upholding the values of Outreach Services.
- Schedule and oversee volunteers helping with event administration.

**Event Administration**

- Collect information from students regarding types of events.
- Book all requirements for events, including but not limited to: space, equipment, IT requirements, catering, and guest speakers.
- Complete required documentation and forms for event process and submit promptly.
- Work with the SA Communications & Marketing department to ensure that promotion is effective and timely.
- Administer and oversee all events hosted by Outreach Services.
- Work with community agencies and organizations to plan collaborative events.
- Use event evaluation feedback to continually strive for successful events.

**General Duties**

- Maintain office hours and attend meetings.
- Act as a liaison with campus, community groups, Durham College and UOIT Administration.
- Participate in training initiatives that are relevant to event and volunteer administration.
- Revise and update the training and orientation processes and packages.
- Other duties as required.

**SKILLS/QUALIFICATIONS:**

**Knowledge and Experience**

- 2-3 years working or volunteering in event or volunteer management.
- Demonstrated experience in event planning.
- Post-secondary education in the event planning, social sciences, social work, human rights or a related field.
- Experience in managing volunteers or staff.
- An understanding of motivating factors for volunteers an asset.
- Familiar with organizational policies and procedures, including: The Student Association at Durham College and UOIT and on-campus resources, Durham Region Social Services, Pro-Choice specific organizations.
- Knowledge of Anti-Oppression Principles and issues related to safe sex, pregnancy prevention and options, LGBTQ, gender inequality, empowerment, systemic discrimination and human rights.
- Presentation and public speaking ability an asset.

**General**

- Must be at least 19 years of age and undergo a Criminal Background Check.
- Comfortable working within an environment that serves diverse clientele in a highly confidential, professional environment.
- Strong communication skills both oral and written.
- Organization and time management; able to adapt priorities day-to-day in a constantly changing environment.
- Proficient in using computers: word processing, spreadsheet creation, inventory systems.

**BENEFITS:** Professional development opportunities.



**THE STUDENT  
ASSOCIATION**  
AT DURHAM COLLEGE & UOIT

## APPLICATION INFORMATION

**PREFERRED RESPONSE METHOD:**

**EMAIL - [saadmin@dc-uoit.ca](mailto:saadmin@dc-uoit.ca) WITH THE SUBJECT LINE: OUTREACH SERVICES EVENTS & VOLUNTEER COORDINATOR**

**APPLICATION INSTRUCTIONS:** PLEASE SUBMIT A COVER LETTER AND RESUME OUTLINING RELEVANT EDUCATION AND EXPERIENCE BY EMAIL ONLY TO THE SPECIFIED EMAIL ADDRESS ABOVE.

ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

## CONTACT/COMPANY INFORMATION

**COMPANY:** THE STUDENT ASSOCIATION AT DURHAM COLLEGE & UOIT

**ADDRESS:** 2000 SIMCOE STREET NORTH, OSHAWA, ONTARIO, L1H 7K4

**PHONE:** (905) 721.0457