



THE UNIVERSITY OF LETHBRIDGE
STUDENTS' UNION
4401 University Drive, Room SU180
Lethbridge Alberta, T1K 3M4
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Job title	<i>Volunteer Coordinator</i>
Reports to	<i>VP Academic, Accountable to all Executives</i>

Job purpose

The Volunteer Coordinator is responsible for coordinating volunteers at Students' Union events. The Volunteer Coordinator works closely with event leads and SU Executives to understand the volunteer needs and fills all spaces required. A successful volunteer coordinator will keep an engaged and informed volunteer core, communicating primarily through email.

Duties and responsibilities

Working with the VP Academic and other executives, the Volunteer Coordinator will:

- Recruit, train, and communicate to a group of volunteers
- Run volunteer orientation to introduce the volunteer core to the ULSU
- Work with event leads to understand the volunteer needs of each event
- Create and implement volunteer sign up that can be accessed by event leads
- Communicate with volunteer core about upcoming volunteer needs and ULSU news
- Implement Volunteer Appreciation efforts, using allotted budget
- Sit on the Student Awards committee

Qualifications

The preferred candidate will possess the following qualifications:

- Experience working with volunteers
- Strong written and verbal communication
- Ability to work independently
- Involvement in the Campus Community
- Knowledge of the Students' Union

Working conditions

This position will allow for flexible hours, as determined by the individual, working occasional evenings as needed for events. The duties of the job tend to be more time consuming in September and January as well as in April.

Hours and Pay

This position is expected 20 hours per month
Paid with a monthly stipend of \$300