

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: UVSS35 - Volunteer Coordinator

DEPARTMENT NAME: University of Victoria Students' Society, Pride Collective

CONTACT NAME: Peter Underwood

JOB DESCRIPTION:

Reporting the Pride Coordinator, the Volunteer Coordinator liaises between volunteers, staff, and the board. Specifically, the Resource Coordinator will be responsible for:

- Ensure volunteer job descriptions are up to date and reflect the needs of the Collective
- Ensure volunteer positions are posted and volunteers are recruited in a timely fashion
- With the Pride Coordinator, ensure that the needs of volunteers are met.
- Provide orientation and training for volunteers.
- Maintaining and updating the physical and digital materials of our resources and initiatives.
- Ensure Volunteer Appreciation events are held at least once a semester and other appreciation initiatives are undertaken.
- Fulfilling the duties above within the program budgets.
- Attend collective and committee meetings, as required.
- Other relevant duties as discussed with the Pride Coordinator.

QUALIFICATIONS:

- Excellent organizational, interpersonal, and communication skills.
- Ability to work well both collectively and independently to achieve goals and meet deadlines.
- Ability to work comfortably with computers (Mac OS X and Microsoft Office for Mac).
- Experience with management is an asset, but not required.
- Experience with budgeting is an asset, but not required.
- Demonstrated experience or strong interest in anti-oppressive organizing practices.
- Strong understanding of gender and sexual diversity and specific needs of queer and trans communities.
- Preference will be given to trans and/or gender-variant applicants.

UVic Pride will provide training/orientation as well as mandatory anti-oppression training. Other training opportunities will be made available as needed.

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: <http://www.uvic.ca/registrar/safa/work-study/index.php>

The UVSS is an equal opportunity employer. UVic Pride works to create spaces that are inclusive, respectful and welcoming. Only those selected for an interview will be contacted directly. Discussion of accommodations required for employment is welcomed.

JOB LOCATION ON-CAMPUS: UVic Pride Office – Student Union Building B010.

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 135

HOW TO APPLY: Bring a printed resume and cover letter to the Pride Collective mailbox in Student Union Building General Office (room B128) **OR** send an e-mail with attachments to pride@uvic.ca with “WORK STUDY POSITION - COMMUNICATIONS” in the subject line.

****Include the number of work study hours you are approved for in the cover letter.****