



JOB DESCRIPTION

Volunteer

Position Title:	WGEN Resources Coordinator
Term of Office:	May 1 – April 30
Supervisor:	Women and Gender Equity Network (WGEN) Coordinator
Remuneration:	Volunteer
Hours of Work:	4 to 5 hours per week

General Scope of Duties

The Resources Coordinator will ~~create and~~ maintain an online and offline (~~mobile~~) resource library for the McMaster Community. They will work with internal and external partners and resources to ensure that the general student population is aware of the available ~~services~~. ~~One part of that will be connecting with clubs, groups and services around McMaster. The collection of materials requires a basic comfort with traveling around Hamilton to find the different services available to students. They will also collect manuals, articles and books related (but not limited to) to the topics of intersectional feminism, trans-antagonism, womanism, safe(r) space, etc. They will also be responsible for coordinating articles for the Sil, as the editor for WGEN, and ensuring the monthly production of WGEN's personal zine in making sure writers are scheduled every two weeks.~~

Comment [vpad1]: services or resources?

Major Duties and Responsibilities

Category	Percent	Specifics
Administrative Function	70%	<ul style="list-style-type: none"> Create and mMaintain an online resource list Create and mMaintain a well organized, extensive and intersectional mobile library Work with internal and external partners to create a resource list Travel around Hamilton to collect resources as needed
Communications Function	20%	<ul style="list-style-type: none"> Work with WGEN Coordinator and Volunteer Coordinator to disseminate information to executive and volunteers Work to advertise the resources in the McMaster community Coordinate Sil article writing and editing of articles for publication in The Silhouette Maintain strong communication with the WGEN Coordinator, executives, and volunteers Maintain strong communication with the Silhouette Editor-in-Chief Coordinate the production of WGEN's monthly zine
Other	10%	<ul style="list-style-type: none"> Other duties as assigned by WGEN Coordinator

-
- | | |
|--|---|
| | <ul style="list-style-type: none">▪ Provide feedback on the service▪ Attend executive meetings as scheduled▪ Be an active member of the WGEN community▪ Signing up for shifts as a safe(r) space volunteer |
|--|---|

Knowledge, Skills and Abilities

- Awareness and understanding of topics associated with WGEN (i.e. transphobia, racism, sexism, ableism, and human rights, heterosexism, cissexism, heteronormativity, intersecting oppressions and invisible privilege, sexual assault)
- Organizational and time management skills
- Interpersonal skills
- Communication skills
- Writing and editing skills

Effort & Responsibility

- Effort required to maintain professional connections on and off campus
- Maintain confidentiality of all individuals accessing the WGEN

Working Conditions

- Time demands may exceed stated hours of work
- Some travel in Hamilton required
- Management of library resources will take place in a shared office space

Training and Experience

- Necessary training will be provided

Equipment

- Shared computer