**Position Title:** WGEN General-Safe(r) Space Volunteer  

**Term of Office:** May 1 – April 30  

**Supervisor:** Women and Gender Equity Network (WGEN) Volunteer Coordinator  

**Remuneration:** Volunteer  

**Hours of Work:** 2 to 3 Hours a Week  

**General Scope of Duties**  
General Safe(r) Space Volunteers will work under their chosen committee and will be responsible for the duties assigned by the committee. They will perform 2 to 3 hours of space facilitation and peer support within the WGEN space, as assigned by the Volunteer Coordinator. Alongside the Executive, they are responsible for building and maintaining a safe(r) space community on campus for all genders, and survivors of gendered-domestic, intimate partner, and gender-based violence. They will do so by working with the Executives and other volunteers to facilitate, maintain and advertise safe(r)-space, social events, workshops, and campaigns.

**Major Duties and Responsibilities**

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<th>Category</th>
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| Other    | 100%    | - Volunteer, participate and provide support in the WGEN space throughout the year  
- Volunteer, participate and provide support at WGEN events throughout the year  
- Promote campaigns, events and services provided by WGEN  
- Help in the facilitation of workshops and social events  
- Help in the development and maintenance of a safe(r)-space on campus for women-identified and trans-identified folk, which includes insuring the privacy and the accessibility of the space  
- Attend volunteer meetings with the Volunteer Coordinator as scheduled  
- Attend meetings with selected committee as scheduled  
- Other duties as assigned by the WGEN Coordinator or executives  
- Provide feedback on the service  
- Be an active member of the WGEN Community |
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).
- Confidence and ability to challenge dominant views
- Organizational and time management skills
- Interpersonal skills
- Communication skills
- Commitment and dedication
- Ability to work effectively with a team and as an individual

Effort & Responsibility

- Maintain confidentiality of all individuals accessing the WGEN
- Attend any required training sessions

Working Conditions

- Most duties can be performed in a shared office space

Training and Experience

- Necessary training will be provided

Equipment

- Shared computer