|  |  |
| --- | --- |
| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

|  |  |
| --- | --- |
| **Position Title:** | **Creating Leadership Amongst Youth (CLAY) – Volunteer & Logistics Coordinator** |
|  |  |
| **Term of Office:** | December 1 – May 30 |
|  |  |
| **Supervisor:** | CLAY Coordinator  |
|  |  |
| **Remuneration:** | Volunteer |
|  |  |
| **Hours of Work:** | 3-5 hours per week minimum, with hours of work increasing as the event date approaches |

|  |
| --- |
| **General Scope of Duties** |
| To create and plan all training and management protocols for LDLS. To aid in the development of conference logistics in coordination with the Director.  |

|  |
| --- |
| **Major Duties and Responsibilities** |
|  |
| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 35% | * Efficiently allocate incoming requests to the planning team, prioritising actions and monitoring team resources to ensure the needs of the CLAY Coordinator & conference are met
* Develop and manage cross-functional teams and multi-disciplinary projects throughout the planning of the conference
* Supervise a team of 15-25 Leadership Developer Logistics
 |
| Communications Function  | 50% | * Develop a LDL training
* Prepare a LDL manual to be utilized by the LDLs during Conference weekend
* Attend all CLAY Planning Team meetings
* Assist the Conference Director in daily activities of the Conference, including booking and planning events, special needs, and checking room set-ups
 |
| Other  | 15% | * Track progress of all work completed and situations handled during conference weekend to aid in the transition of Other tasks as assigned by the CLAY Coordinator
* Complete other tasks as assigned by the CLAY Coordinator
 |

|  |
| --- |
| **Knowledge, Skills and Abilities** |
| * Organization and time management skills
* Problem solving under stressful conditions
* Knowledge of the McMaster campus
* Creativity
* Communication skills
 |

|  |
| --- |
| **Effort & Responsibility** |
| * Attention to detail
* Responsible for the overall success of the conference
 |

|  |
| --- |
| **Working Conditions** |
| * Shared workspace
* Time demands may exceed stated hours of work
 |

|  |
| --- |
| **Training and Experience** |
| * Experience with previous/other leadership conferences
* Risk Management training skills are an asset
 |

|  |
| --- |
| **Equipment** |
| * Personal computer
 |