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| MSU-logo-2001 | JOB DESCRIPTION  Volunteer |

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

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| **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. |

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| **Major Duties and Responsibilities** | | |
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| **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 |

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

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

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

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

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