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|  | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **WGEN Volunteer Coordinator** |
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| **Term of Office:** | May 1 – April 30  |
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| **Supervisor:** | Women and Gender Equity Network (WGEN) Coordinator |
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| **Remuneration:** | Volunteer  |
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| **Hours of Work:** | 3 to 6 hours per week |

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| **General Scope of Duties** |
| The Volunteer Coordinator will be responsible for organizing the recruitment of new volunteers, as well as the scheduling and coordination of volunteers and executives. The Volunteer Coordinator will work with the WGEN Coordinator to create a supportive community of volunteers, who will help facilitate, maintain and advertise safe(r)-space, events, workshops, and campaigns. The Volunteer Coordinator will also coordinate with executive members well in advance of events and campaigns to organize volunteers in a thoughtful and resourceful way. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Volunteer Management Function  | 70% | * Work with various executive to coordinate volunteers for workshops, events, campaigns, and safe(r) space
* Conduct volunteer meetings
* Maintain strong communication with the Coordinator, executives, and volunteers
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| Recruitment and Training Function  | 25% | * Collaborate with internal partners to organize training for volunteers and executives as needed
* Work with the WGEN coordinator to interview and recruit volunteers
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| Other  | 5% | * Other duties as assigned by the WGEN Coordinator
* Provide feedback on the service
* Attend executive meetings as scheduled
* Be an active member of the WGEN community
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| **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
* Leadership and supervisory skills
* Written and verbal communication skills
* Commitment and dedication
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| **Effort & Responsibility** |
| * Effort to think creatively
* Effort required to implement recruitment campaigns
* Ability to work in a team and act as a support
* Maintain confidentiality of all individuals accessing the WGEN
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| **Working Conditions** |
| * Time demands may exceed stated hours of work
* Most work can be completed in a shared office space
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| **Training and Experience** |
| * Previous leadership experience
* Necessary training will be provided
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| **Equipment** |
| * Shared computer
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