JOB DESCRIPTION

Volunteer

Position Title: Horizons Events Coordinator

Term of Office: March 1 to August 30

Supervisor: Horizons Coordinator

Remuneration: Volunteer position

Hours of Work: 3-5 hours per week (minimum) with hours of work increasing as the event date approaches

General Scope of Duties
The Events Coordinator is responsible for planning inclusive social events for the Horizons conference for incoming first year students, in conjunction with the Horizons Planning Team including but not limited to, opening and closing ceremonies, evening activities, etc.

Major Duties and Responsibilities

<table>
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<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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| Supervisory Volunteer Management  | 20%     | ▪ Assist the Coordinator with selection and training of volunteers  
▪ Contribute to the management of Manage the Special Errands-Events Team (SET) during the conference |
| Financial & Budgeting Function    | 10%     | ▪ Work with the budget assigned by the Coordinator to execute events  
▪ Research items needed of events proposed and present them to the Coordinator |
| Communications Function           | 30%     | ▪ Submit proposed events to the Horizons Coordinator Planning Team  
▪ Attend all Horizons Planning Team meetings  
▪ Assist in the promotions for staff and delegate recruitment for the Horizons Conference  
▪ Correspond with campus and community partners for events  
▪ Work with the other Planning Team members to plan and conduct the volunteer application and interview process |
| Logistics Function                | 30%     | ▪ Organize catering for Horizons Staff Training  
▪ Coordinate and execute all conference-wide programming, including Successfest, opening and closing ceremonies, and evening programming |
Horizons Event Coordinator Job Description

- Organize delegate check-in and check-out in collaboration with the Volunteer and Logistics Coordinator
- Coordinate all conference meal times, catering, and oversee dietary restrictions for staff and delegates
- Arrange keynote speaker(s) for conference
- Develop the conference schedule with other Planning Team members

Other

- Coordinate and execute all social events for Horizons
- Organize the food for the conference
- Arrange a keynote speaker for the conference
- Attend all Planning Team meetings
- Regularly update the transition report throughout the duration of conference planning. To be completed post-conference
- Other tasks as assigned by the Coordinator

Knowledge, Skills and Abilities
- Strong organization and time management skills
- Strong written and verbal communication skills
- Problem solving under stressful conditions
- Knowledge of the McMaster campus and campus services is an asset
- Creativity
- Ability to work independently and manage others
- Teamwork
- Communication skills

Effort & Responsibility
- Attention to detail
- Responsible for the overall success of the conference, with emphasis on the events during the conference
- Effort required to ensure the conference events run smoothly
- The Events Coordinator is expected to be a positive role model during the conference period and beyond, maintaining professionalism with all delegates

Working Conditions
- Time demands may exceed stated hours of work, especially as the conference approaches
- Most work can be completed in a shared office or from home

Training and Experience
- Computer skills are an asset
- Experience with previous or other leadership conferences is an asset
- Experience planning events and mitigating risk (risk management) is an asset
- Risk Management training skills are an asset; Additional required training will be provided by the Horizons Coordinator

Equipment
- Basic computer software and internet use
- Personal computer