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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Maroons – Events Coordinator** |
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| **Term of Office:** | May 1 – April 30 |
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| **Supervisor:** | Maroons Coordinator  |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 7 hours per week (minimum) |

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| **General Scope of Duties** |
| The Events Coordinator is responsible for promoting MSU events for all undergraduate students, organizing Maroons specific events for Maroons Representatives and undergraduate students and facilitates a positive social environment for all undergraduate students. In addition, the Events Coordinator is responsible for working with Hamilton community groups to create volunteer opportunities for Maroons Representatives and members of the Maroons Events Committee. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 50% | * Chair meetings of the Events Committee
* Coordinate and supervise an Events Committee comprised of over 30 committee members
* Coordinate participation and attendance at Maroons social events (Santa Claus Parade, Pumpkin Carving, Pumpkin Hike, etc.)
* Plan and execute Maroon Rep bonding events during the year to raise team morale
* Plan and execute events during the year open to all undergraduate students in order to encourage first- and upper-year involvement and interaction with the service
* Act as a supervisory figure at Maroon events
* Lead a pod during Welcome Week, along with a co-pod leader
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| Financial & Budgeting Function  | 5% | * Work with the Maroons Coordinator to ensure that event budgets align with the Maroons service budget
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| Communications Function  | 20% | * Liaise and communicate with the Hamilton community in order to secure Maroons participation within community events (Santa Claus Parade, Pumpkin Carving, Pumpkin Hike, etc.)
* Communicate events schedules efficiently and on time with the Rep team
* Communicate with the rest of the Maroons Leadership Team while making decisions for the service
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| Advertising & Promotions Function  | 15% | * Work with the Maroons Promotions Coordinator to create promotional material for social events
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| Other  | 10% | * Attend weekly leadership team meetings with the Maroons Coordinator
* Actively seek additional ways in which the Maroons can become more involved within the Hamilton Community
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| **Knowledge, Skills and Abilities** |
| * Organizational and time management skills required
* Event planning experience is an asset
* Organizational and time management skills
* Skills to work independently and manage others
* Interpersonal skills
* Written and oral communication skills
* Familiarity with the MSU
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| **Effort & Responsibility** |
| * Responsible for overseeing an Events Committee comprised of 30 or more undergraduate students
* Demanding hours of work required preceding and during events
* Communication with MSU businesses, services and clubs
* Communication with University departments, including but not limited to the McMaster Alumni Association
* Responsible for maintaining an appropriate and positive image of the MSU
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| **Working Conditions** |
| * Time demands may exceed stated hours of work
* Heavy lifting may be required
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| **Training and Experience** |
| * Previous experience with the Maroons is an asset
* Participation in Maroons Leadership Team training (provided)
* Participation in McMaster Welcome Week Training (provided)
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