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

|  |  |
| --- | --- |
| **Position Title:** | **Shinerama Events Coordinator(s)** |
|  |  |
| **Term of Office:** | April 1 – September 30 |
|  |  |
| **Supervisor:** | Shinerama Campaign Coordinator |
|  |  |
| **Remuneration:** | Volunteer |
|  |  |
| **Hours of Work:** | 10 hours per week |

|  |
| --- |
| **General Scope of Duties** |
| Assist the Shinerama Campaign Coordinator in planning, promoting and executing events for the Shinerama campaign. The Events Coordinator(s) will assist and encourage collaborative fundraising events for faculty societies. It is recommended that the Events Coordinator(s) be in Hamilton over the summer months in order to effectively plan summer fundraising initiatives.  |

|  |
| --- |
| **Major Duties and Responsibilities** |
|  |
| **Category** | **Percent** | **Specifics** |
| Responsibilities  | 100% | * Assist Shinerama Campaign Coordinator to develop, organize and execute all events under both campaigns;
* Prepare detailed event planning documents and guidelines
* Assist Shinerama Campaign Coordinator in planning the Charity Golf Tournament
* Assist faculty planners as necessary with event ideas or to encourage event collaboration with other groups
* Work with the Shinerama Campaign Coordinator to ensure that the budget for events aligns with the service budget
* Retain financial records for any purchases and expenses related to Shinerama to ensure reimbursement
* Provide a transition report for the incoming Shinerama Events Coordinator(s);
* Attend regularly scheduled executive meetings.
* Maintain strong communication with the Shinerama Campaign Coordinator and fellow executives
* Other duties as directed by the Shinerama Campaign Coordinator
 |

|  |
| --- |
| **Knowledge, Skills and Abilities** |
| * Organization and time management skills
* Strong communication, influencing and motivational skills
* Creativity in planning and promoting events
* Problem solving under stressful conditions to provide solutions for any unforeseen issues that may arise
* The ability to work well within in a team and cross functionally with other teams or supporting groups
* Strong working knowledge of the McMaster campus, including space booking procedures, is an asset but not required
 |

|  |
| --- |
| **Effort & Responsibility** |
| * Effort required to be detail and results oriented
* Flexibility to balance workload requirements through the various stages of event planning and execution
* Management of staff, volunteers and sponsorship groups to ensure timelines and deliverables are met
* Effort required to engage participants in a meaningful and thoughtful way to create an enriching experience for all
* Effort required to build relationships with sponsors and external supporting groups
* Maintain a positive image of the MSU
 |

|  |
| --- |
| **Working Conditions** |
| * Time demands may exceed the hours stated, particularly during times preceding major events and activities
* Office space is shared
 |

|  |
| --- |
| **Training and Experience** |
| * Event planning or project management experience is an asset
* Leadership and teamwork experience
* Previous fundraising experience is an asset
* Experience with Risk Management and EOHSS is an asset but not required
* Training specific to Shinerama will be provided
 |

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