JOB DESCRIPTION

Position Title: WGEN Safe(r) Space Volunteer

Term of Office: May-September 1 – April 30

Supervisor: Women and Gender Equity Network (WGEN) Volunteer Coordinator

Remuneration: Volunteer

Hours of Work: 2 to 3 Hours a Week

General Scope of Duties
Safe(r) Space Volunteers will perform 2 to 3 hours of space facilitation and peer support within the WGEN space, as assigned by the Volunteer Coordinator. They are responsible for building and maintaining a safe(r) space for all genders, and survivors of domestic, intimate partner, and gender-based violence. They will do so by working with the Executives and other volunteers to facilitate, maintain and advertise safe(r)-space, social events, workshops, and campaigns.

Major Duties and Responsibilities

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<th>Category</th>
<th>Percent</th>
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| Other    | 100%    | - Volunteer, participate and provide support in the WGEN space throughout the year  
- Volunteer, participate and provide support at WGEN events throughout the year  
- Promote campaigns, events and services provided by WGEN  
- Help in the facilitation of workshops and social events  
- Help in the development and maintenance of a safe(r)-space on campus for women-identified and trans-identified folk, which includes insuring the privacy and the accessibility of the space  
- Attend volunteer meetings with the Volunteer Coordinator as scheduled  
- Other duties as assigned by the WGEN Coordinator or executives  
- Provide feedback on the service  
- Be an active member of the WGEN Community |

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
- Interpersonal skills
- Communication skills
- Commitment and dedication
- Ability to work effectively with a team and as an individual

**Effort & Responsibility**
- Maintain confidentiality of all individuals accessing the WGEN
- Attend any required training sessions

**Working Conditions**
- Most duties can be performed in a shared office space

**Training and Experience**
- Necessary training will be provided

**Equipment**
- Shared computer