JOB DESCRIPTION

Volunteer

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Spark Events Coordinator(s)</th>
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<tbody>
<tr>
<td>Term of Office:</td>
<td>May 1 – April 30</td>
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<tr>
<td>Supervisor:</td>
<td>Spark Coordinator</td>
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<td>Remuneration:</td>
<td>Volunteer</td>
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<td>Hours of Work:</td>
<td>5 to 7 hours per week</td>
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General Scope of Duties

The Spark Events Coordinator(s) will be responsible for helping to imagine and implement four (4) large-scale workshops designed to support first-year success. The Events Coordinator(s) will also be responsible for planning first-year social events for the broader community. These events may involve collaboration with other campus groups. The Events Coordinator(s) will oversee an internal Events Committee of Spark Team Leaders and engage TL’s in the event planning process.

<table>
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<tr>
<th>Major Duties and Responsibilities</th>
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<tbody>
<tr>
<td>Category</td>
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<tr>
<td>Advertising &amp; Promotions Function</td>
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<tr>
<td>Financial &amp; Budgeting Function</td>
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<tr>
<td>Event Planning Function</td>
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<tr>
<td>Communications Function</td>
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Approved EB 15-03
Revised EB 15-26
Revised EB 16-27
Committee
- Maintain strong communication with Spark Coordinator, fellow executives, and volunteers
- Engage other staff members and executives in the event planning process
- Work with Volunteer Coordinator to oversee staff participation in events

Other 5%
- Other duties as assigned by the Spark Coordinator
- Provide feedback on the service
- Attend executive meetings as scheduled

**Knowledge, Skills and Abilities**
- Detail focused, logistically minded
- Strong time management and organizational skills
- Strong written and verbal communication skills
- Ability to work independently and manage others
- Creativity and problem-solving skills
- Ability to work professionally with external groups

**Effort & Responsibility**
- Establish and maintain professional connections on and off campus
- Ability to work collaboratively with a team and act as a support
- Maintain confidentiality of all students in the spark program
- The Events Coordinator is expected to be a positive role model both inside Spark and beyond, maintaining professionalism with all members of the program

**Working Conditions**
- Most work can be completed in a shared office space
- Time demands may exceed stated hours of work

**Training and Experience**
- Previous event planning experience is an asset
- Experience with education-oriented events is valuable but not mandatory
- Knowledge of other on-campus services is not required but may be an asset
- Training will be provided by the Spark Coordinator

**Equipment**
- Personal computer