JOB DESCRIPTION

Volunteer

Position Title: Spark Volunteer Coordinator

Term of Office: May 1 – April 30

Supervisor: Spark Coordinator

Remuneration: Volunteer

Hours of Work: 5 to 7 hours per week

General Scope of Duties

The Spark Volunteer Coordinator will be responsible for all administrative tasks relating to volunteers and organizing all volunteer socials. The Volunteer Coordinator will assist the Coordinator in the recruitment of Team Leaders, as well as handle all scheduling, coordination, training, and recognition of all volunteers. Their overarching goal will be to ensure all volunteers feel comfortable in their roles by acting as a first point of contact for all administrative concerns, creating a schedule that works for all volunteers and participants, and assisting the Coordinator in a variety of day-to-day tasks.

Major Duties and Responsibilities

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<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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<tbody>
<tr>
<td>Supervisory Function</td>
<td>60%</td>
<td>▪ Assist the Spark Coordinator with the planning, implementation, and maintenance of a weekly schedule, adapting it should the need to do so arise</td>
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<td>▪ Respond to volunteer needs on a variety of issues, including but not limited to, last-minute availability changes, program concerns, etc.</td>
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<td>40%</td>
<td>▪ Assist the Spark Coordinator with the planning and execution of volunteer training</td>
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<td>▪ Maintain strong communication with the Spark Coordinator, executives, and volunteers</td>
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<td>▪ Schedule regular check-ins with volunteers throughout both terms.</td>
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<td>▪ Work with the Spark Coordinator to interview, recruit, and train volunteers</td>
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| Communication and Planning Function | 20%     | ▪ Maintain strong communication with the staff team on upcoming events, workshops, and logistical sessions information                       |
|                                      | 40%     | ▪ Plan inclusive and engaging staff socials on a monthly basis                                                                              |
▪ Responsible for logistics including but not limited to: room bookings, creating session groups, TL interview structure

Other 20%
▪ Organize staff socials as necessary
▪ Other duties as assigned by the Spark Coordinator
▪ Provide feedback on the service
▪ Attend executive meetings as scheduled

Knowledge, Skills and Abilities
▪ Strong time management and organizational skills
▪ Strong written and verbal communication skills
▪ Leadership and supervisory skills
▪ Commitment and dedication
▪ Attention to detail
▪ Ability to balance multiple duties and schedule multiple events
▪ Ability to work independently
▪ Available and responsive to volunteers

Effort & Responsibility
▪ Effort required to ensure the scheduling of weekly Spark sessions run efficiently and smoothly
▪ Effort required to implement recruitment campaigns
▪ Ability to work in a team and act as a support
▪ Maintain confidentiality of all students in the Spark program
▪ The Volunteer Coordinator is expected to be a positive role model 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 experience developing and executing training of teams an asset but not required
▪ Previous volunteer management experience an asset but not required
▪ Training will be provided by the Spark Coordinator

Equipment
▪ Personal computer