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|  | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Horizons Volunteer and Logistics Coordinator** |
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| **Term of Office:** | March 1 to August 30 |
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| **Supervisor:** | Horizons Coordinator |
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| **Remuneration:** | Volunteer position |
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| **Hours of Work:** | 5 hours per week (minimum), with hours of work increasing as the event date approaches |

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| **General Scope of Duties** |
| The Volunteer and Logistics Coordinator will organize the recruitment, selection, and training of the Leadership Developer Logistics (LDL) team in conjunction with the Horizons Coordinator. The Volunteer and Logistics Coordinator will also aid in the development of conference logistics in coordination with the Horizons Coordinator. The Volunteer and Logistics Coordinator will support other Planning Tteam members with their assigned tasks as needed.  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Volunteer Management Function  | 40% | * Aid in the selection of the Leadership Development Logistics (LDL) Team
* Assist the Horizons Coordinator with the planning and execution of volunteer training
* Design and lead LDL team specific training alongside the Horizons Coordinator
* Oversee the smooth operation of the LDLs, in addition to scheduling and chairing LDL debriefing sessions during the conference
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| Financial & Budgeting Function | 5% | * Research costs for communication equipment (e.g. Walkie Talkies) for booking as directed by the Horizons Coordinator
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| Communications Function  | 20% | * Create the LDL Manual, including a risk management plan in consultation with the Horizons Coordinator
* Maintain active communication with the LDLs throughout the entire conference
* Maintain active communication with the Sessions Coordinator(s) and Event Coordinator(s) to aid in scheduling
* Take notes during conference staff debrief each evening of the conference
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| Logistics Function | 30% | * Organize the use of communication equipment (e.g. Walkie Talkies) for the conference
* Assist the Horizons Coordinator in booking on-campus session rooms for all sessions groups
* Organize delegate check-in and check-out in collaboration with the Events Coordinators
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| Other  | 5% | * Other tasks as assigned by the Horizons Coordinator
* Attend all Planning Team meetings
* Work with the other Planning Team members to plan and conduct the volunteer appreciation and interview process
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| **Knowledge, Skills and Abilities** |
| * Strong organization and time management skills
* Problem solving under stressful conditions
* Teamwork
* Creativity
* Excellent speaking, listening, and facilitation skills
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| **Effort & Responsibility** |
| * Attention to detail
* Responsible for the overall success of the conference
* Effort required to ensure the conference runs efficiently and smoothly
* The Volunteer and Logistics Coordinator is expected to be a positive role model during the conference and beyond, maintaining professionalism with all delegates
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| **Working Conditions** |
| * Time demands may exceed stated hours of work, especially as the conference approaches
* Most work can be completed in a shared office or from home.
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| **Training and Experience** |
| * Experience with previous or other leadership conferences is an asset
* Experience planning events and mitigating risk (risk management) is an asset
* Previous experience with developing and executing training of teams is an asset
* Previous volunteer management experience is an asset
* Additional required training will be provided by the Horizons Coordinator
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| **Equipment** |
| * Personal computer
* Use of communication equipment during conference (including, but not limited to, walkie-talkies)
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