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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Shinerama General Volunteer** |
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| **Term of Office:** | April 1 – September 30 |
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| **Supervisor:** | Shinerama Campaign Coordinator |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 5 Hours a Week |

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| **General Scope of Duties** |
| Volunteers will assist with Shinerama events planned throughout the summer months, during Welcome Week and at Shine Day. Volunteers will work collaboratively with the Executive team to ensure that all fundraisers are engaging and informational. It is recommended that volunteers are available to attend all summer events. Volunteers must represent the MSU and Shinerama Campaign in a responsible, professional and respectful manner while participating in events.  |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Other  | 100% | * Responsible for helping promote campaigns, services and events on social media channels
* Participate in events organized by the Shinerama campaign as needed
* Help facilitate events as needed
* Collaborate and share fundraising ideas for the Shinerama campaign
* Attend volunteer meetings with the Shinerama Campaign Coordinator as scheduled
* Other duties as assigned by the Shinerama Campaign Coordinator
* Provide feedback on the events and campaigns
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| **Knowledge, Skills and Abilities** |
| * Knowledge of the Shinerama campaign is an asset
* Interpersonal skills required to interact with students and community members
* Communication skills
* Ability to work effectively with a team and as an individual
* Ability to follow instructions
* Ability to adapt rapidly to changes in high stress environments is an asset
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| **Effort & Responsibility** |
| * Responsible for participating in campaigns and events as required
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| **Working Conditions** |
| * Time demands may exceed the hours stated, particularly preceding major events and activities
* Heavy lifting may be required
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| **Training and Experience** |
| * Necessary training will be provided by the Shinerama Campaign Coordinator
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| **Equipment** |
| * Any equipment required for events and campaigns will be provided
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