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| MSU-logo-2001 | JOB DESCRIPTIONVolunteer |

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| **Position Title:** | **Student Community Support Network – Community Connector**  |
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| **Term of Office:** | September 1 – April 30 |
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| **Supervisor:** | SCSN Coordinator through the SCSN Volunteer Coordinator  |
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| **Remuneration:** | Volunteer |
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| **Hours of Work:** | 5 hours per week (minimum) |

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| **General Scope of Duties** |
| The Community Connector is responsible for acting as a resource person and leader for their designated area in the Ainslie-Wood/Westdale community. The Community Connector will be required to attend certain community and SCSN events and promote the SCSN and all of its services. These students patrol the neighborhoods, taking note of any accommodations that are in violation of City of Hamilton’s property standards bylaws. After taking note of these properties, the students will then report back to the SCSN Volunteer Coordinator. |

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| **Major Duties and Responsibilities** |
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| **Category** | **Percent** | **Specifics** |
| Supervisory Function  | 40% | * Show leadership within the community
* Foot patrol in designated area
* Take note of any properties in violation of property standard by-laws
* Continually check up on accommodations that repeatedly are violated
* Maintain profile records of all properties in violation and all continual violations
* Work with the Volunteer Coordinator and SCSN Coordinator to execute community cleanups and other volunteer events
* Perform by-law checks on rental properties when requested by students
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| Financial & Budgeting Function  | 5% | * Provide information about costs to both the SCSN Coordinator and Volunteer Coordinator prior to incurring costs
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| Communications Function  | 35% | * Act as a resource person for students and residents by maintaining contact through the website, and email
* Issue physical violation notices upon initial notation of a property in violation through the use of a SCSN door tag
* Report to and log activities with supervisors (Volunteer Coordinator) and SCSN Coordinator
* Take part in regular meetings with other Community Connectors, SCSN Coordinator and supervisors to relay activities of the program
* Ensure reports and any general issues are reported to the Volunteer Coordinator
* May assist with content translation for advocacy initiatives and resource creation
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| Advertising & Promotions Function  | 10% | * Aid in the promotion of the SCSN and the MSU, including attending events and putting up posters
* Tabling, promoting, and educating during SCSN campaigns
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| Other  | 15% | * Attend and help with other events and initiatives by the SCSN and Volunteer Coordinators
* Prepare end of year report and transition documents for the following year’s Community Connectors
* Other activities/responsibilities as directed by the supervisor
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| **Knowledge, Skills and Abilities** |
| * Organizational and time management skills required to ensure the effective operation of Community Connector events
* Effective communication skills in both written and oral forms
* Ability to work in a team
* Ability to act cordially and professionally when dealing with students and community residents
* Basic geographic knowledge of the communities surrounding McMaster University
* Basic working knowledge of city by-laws and property standards
* Interest in community engagement and Hamilton community.
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| **Effort & Responsibility** |
| * Creativity and enthusiasm required to represent SCSN at community events
* Effort required in remaining calm, patient, and reasonable in interactions with property owners or community members
* Physical effort required in the monitoring and patrolling of neighborhoods surrounding McMaster University
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| **Working Conditions** |
| * Most of the Community Connector's work will be conducted at home or off-campus during patrols
* Some work is done outside of the office during volunteer events as well as patrolling neighbourhoods
* Time demands may exceed stated hours of work
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| **Training and Experience** |
| * Community relations experience is an asset
* Participation in all Training Sessions required (provided)
* Experience with Word, Excel, Power Point, Outlook Email, and business machines is an asset.
* Basic training in municipal by-laws and property standards (provided)
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| **Equipment** |
| * Binders and maps, preparing for the patrolling duties
* Use of appropriate, organizational system (online or physical), to keep track of all pertinent documents.
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