



University Students' Council – Position Description

Position Title:	Volunteer Services Intern
Supervisor:	Manager, Volunteer Services
Remuneration:	\$16/hour (maximum 219 hours /per entire term)
Hours of Work:	vary throughout the year
Term:	August – April 30 th

OVERVIEW:

The Volunteer Services Intern is responsible for providing administrative support to the Volunteer Services Department. The Volunteer Services Intern will be tasked to assist in the coordination and execution of volunteer recruitment, selection, training and recognition programs for the USC Associates, Coordinators and Committees. Bring your creativity and organizational skills to the table!

DUTIES AND RESPONSIBILITIES:

- Responsible for assisting with the design and implementation of recognition events for USC Associates, Coordinators and student leaders at large.
- Promotion: actively seek to promote available USC leadership and volunteer opportunities to students on campus.
- Professional Development Opportunities: assist in coordinating professional development opportunities for Associates and Coordinators.
- Volunteer Training: assist with the planning, content generation, and the presentation of position-specific training for Associates and Coordinators
- Volunteer Tracking: Responsible for implementing a tracking system for Associates and Coordinators for events, mandatory training (s), and professional development
- Assist with the Recruitment process and promotion of leadership opportunities
- Other Duties: this internship will offer a variety of opportunities to shadow in each area of Volunteer Services. The Volunteer Services Manager will avail a number of opportunities to learn every aspect of being successful in this role as well as gain volunteer management experience.
- Prepare statistical feedback summary reports for the Volunteer Fair, Associates, and Coordinators.

QUALIFICATIONS:

- All Interns must be an undergraduate student as defined by Western University during the school year they are in an Intern role.
- An Intern cannot be a USC Councillor during their term as an Intern.

KNOWLEDGE, SKILLS and ABILITIES:

- Excellent interpersonal and communication skills
- Experience working in a group
- Ability to work independently on projects,
- Excellent time management skills,
- Ability to manage different projects at once,
- Basic computer technical skills (proficient in Google Docs, Microsoft Word, Excel, PowerPoint and Adobe),
- Public speaking skills
- Detail and task oriented

TRAINING:

The Volunteer Services Intern will be required to attend all USC-mandated training sessions for their role, as determined by the Senior Manager, Human Resources and the USC Volunteer Services Department.

The Volunteer Services Intern will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.