



## USC VOLUNTEER SERVICES INTERNSHIP

### Purpose of the USC Internship Program

*To develop a meaningful relationship between students and USC staff in order to promote mutual learning and experience.*

### Position Summary

The Volunteer Services Intern is responsible for providing administrative support to the Volunteer Services Department at the University Students' Council of the University of Western Ontario. 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 Associate Vice Presidents, Commissioners, Coordinators and committees.

### General Responsibilities

- *Volunteer Engagement:* strive to integrate Volunteer Canada's Organizational Standards for Volunteer Involvement into the USC's strategy for volunteer engagement.
- *Volunteer Recognition Program:* responsible for the design and implementation of a recognition program for USC volunteers (Commissioners and Coordinators) and student leaders at large.
  - *USC Student Awards Program:* responsible for coordinating all promotions; application intakes; screening and adjudication of the USC Student Awards Committee; and planning the Annual USC & Alumni Award Reception.
- *Monthly Information Sessions:* responsible for preparing and leading monthly meetings for USC Commissioners and Coordinators.
- *Promotion:* actively seek to promote available USC leadership and volunteer opportunities to students on campus.
- *USC Volunteer Fair:* assist in coordinating a schedule of activities and workshops featuring local and campus Volunteer Managers, design print and social media advertisements, and facilitate information sessions on USC involvement opportunities to undergraduate students.
- *USC Involvement Compass:* assist in integrating the USC Involvement Compass as a recruitment and promotional tool for the USC volunteer opportunities in the Fall and Spring.
- *Monthly Professional Development Opportunities:* assist in coordinating monthly professional development opportunities for Commissioners and Coordinators.
- *Volunteer Training:* assist with the planning, content generation, and the presentation of position-specific training modules to Commissioners and Coordinators three times annually.

### Qualifications

- Must be an undergraduate student of Western University
- Excellent interpersonal rapport with young adults
- Experience working in a group and facilitating team learning
- Ability to work independently on projects
- Excellent time management skills
- Basic computer technical skills (proficient in Microsoft Word, Excel, Access, and Adobe)
- Strong public speaking skills

### Compensation

- \$14/hour, 15 hours per week with peak demand periods

*Tentative Start Date: Beginning of May (can be flexible)*

Please forward resume for review by March 21<sup>st</sup>, 2014 at 4:30 PM to:

**Online Application:**  
**[http://www.usc.uwo.ca/forms/view.php?](http://www.usc.uwo.ca/forms/view.php?id=188379)**  
**id=188379**

***The University Students' Council of the University of Western Ontario is an equal opportunity employer***