



JOB POSTING
June 2nd, 2014

Volunteer Services Manager
Full-time Contract Position (up to 2 years)

University Students' Council of the University of Western Ontario is seeking a Volunteer Services Manager for USC Human Resources/Student Development and Support Department. This position will be employed four days per week with the option for flexibility in terms of the days worked each week.

Reporting to the Human Resources Manager, the successful candidate would be responsible for the leadership of the Volunteer Management function within the Human Resources Department. They will work with student leadership to define volunteer roles, develop programming and systems, maintain policy and procedure, implement goals and objectives for the program and mitigate risk associated with volunteer involvement. The successful candidate will also develop and maintain a recruitment and selection process for volunteers and promote the program to a range of prospective UWO students. There is also the expectation that a volunteer orientation be developed and maintained as well as a corresponding training program.

There is a requirement that the successful candidate be experienced in the development and execution of large scale volunteer programs. The USC's formal program is new and requires that an experienced individual evaluate its current state and strive to make improvements and implement structure. The development of an evaluation program will be key to this role for the first 6 months.

The ideal candidate will be highly motivated to work in a fast-paced and constantly changing environment, be extremely well organized, detail oriented, have strong interpersonal skills and excellent time management. The successful candidate will have a certificate in Volunteer Management or a BA in a related discipline. Certification from the Canadian Administrators of Volunteer Resources is an asset. A minimum of five years' experience creating and administering a volunteer program is required. The successful candidate must have management experience.

The successful candidate must be highly self-motivated, have exceptional interpersonal and communication skills, excellent problem solving skills and be highly team oriented. Must be able to work flexible hours and work unsupervised. Knowledge of current trends, resources and information related to volunteerism is an asset. Evenings and weekend work will be required during peak periods of the year.

Hours of work are 8:30 am – 4:30 pm for 4 days per week with flexibility in the days worked each week depending on operational demand. During peak periods the hours of work may be adjusted to accommodate increased work load. Occasional overtime may be required.

Please contact the Human Resources Manager for a copy of a full job description at usc.jobs@westernusc.ca

Please forward resume for review by June 13th, 2014 at 4:30 p.m. to:

**Human Resources Manager
University Students' Council of The University of Western Ontario
Room 340, UCC Bldg
London, ON N6A 3K7
FAX: (519) 661-2094
Usc.jobs@westernusc.ca**

Only those deemed qualified will receive notification of interviews.

Please note that the USC is accepting resumes from USC employees as well as external candidates.

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

The USC is committed to providing accommodations to those with disabilities. If you require an accommodation, we will work with you to meet your needs.