

We're hiring!



Clubs and Volunteer Coordinator

Looking for a new role? This could be it.

Summary

Job title	Clubs and Volunteer Coordinator
Classification	Student Employee
Rate of pay	\$17.08 per hour (+16% in lieu of benefits)
Hours of work	At least 10 hours per week
Reports to	Executive Director

Under the supervision and guidance of the programs director, our clubs and volunteer coordinator facilitates the CSU's clubs and volunteer programs, including recruitment, training, and administration. While the clubs and volunteer coordinator takes direction from and works closely with the programs director on a day-to-day basis, they are ultimately accountable to the executive director.

Duties

In particular, the clubs and volunteer coordinator shall perform the following duties:

Clubs Program

- Assist in the coordination of club training and development opportunities.
- Assist with club applications and renewals, including navigating the approval process.
- Assist in the administration of club resources, expenses, and records.
- Assist in the development and implementation of strategies to promote the clubs program.
- Assist in providing resources and information to clubs.
- Assist in preparing performance monitoring reports for the clubs program.

Volunteer Program

- Assist in the coordination of volunteer training and development opportunities.
- Assist in the administration of volunteer hours, records, and benefits.
- Assist with volunteer intake, orientation, and placement.
- Assist in the development and implementation of volunteer recruitment strategies.
- Assist in building positive relationships with community organizations needing volunteers.
- Assist in exploring opportunities to work with university departments and administrators.
- Assist in preparing performance monitoring reports for the volunteer program.

Other Duties

- Contribute to day-to-day operations and service delivery, as required.
- Take minutes at meetings of committees, collectives, and the executive, as required.
- Work safely, in accordance with the CSU's health and safety policy.
- Protect the personal information of coworkers, students, and the public.
- Perform other duties as directed by the resource staff or the executive director.

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Qualifications

- Must be a current Capilano University student.
- Knowledgeable about campus life at Capilano University.
- Personable, professional, and well-organized.
- Ability to work effectively independently, or as part of a team.
- Six months or more of experience working with student groups and volunteers would be an asset.
- Excellent written and verbal communication skills.

Why work at the Capilano Students' Union?

We strive to be a diverse workplace. We're working hard to make sure that our staff team reflects the diversity of our membership, guided by the CSU's equity strategy. Over half of our team members self-identify as women, and visible minorities comprise half of our unionized workforce.



**living wage
employer**
livingwageforfamilies.ca

We are a designated living wage employer.

We provide fair (and competitive) compensation packages for all members of our team, including employees who are students, because we believe that everyone who works deserves to make ends meet.

We take our values really seriously. We think that our values create a fun, dynamic, and challenging work environment – one where no two days are the same, and where our team members look forward to coming to work. If these value statements resonate with you, you should think about joining the team:

We believe in fostering **engagement** on campus, providing opportunities for **fun, leadership, and community.**

We are a **progressive, membership-driven** organization, supporting **social change** at CapU and in our communities.

We are **responsible, accountable, and accessible,** conducting our affairs with **transparency and integrity.**

Interested?

Email us at [hiring@csu.bc.ca](mailto: hiring@csu.bc.ca) to apply to join the team!

Please submit your résumé and cover letter, showing clearly how you would be the ideal candidate for this position and meet the qualifications set out above. Please address your correspondence to Christopher Girodat, and include "Search: Clubs and Volunteer Coordinator" in the subject header. All applications are due **November 12, 2018**. Interviews are during business hours on **November 14 and 15, 2018**.

The CSU hires on the basis of merit, and is committed to employment equity and achieving team diversity that mirrors our student population. Students with disabilities, Indigenous students, self-identified women, students from visible minorities, and trans and gender diverse candidates are encouraged to self-identify during the application process. Please do not hesitate to reach out to us if you require accommodation to participate fully in our application and selection process. Our employees are represented by CUPE 1004 in a unionized work environment.