

POSITION DESCRIPTION

POSITION TITLE:	Associate Vice President: Volunteer Operations Waterloo
REPORTS TO:	Vice President: Financial & Volunteer Operations
SALARY RANGE:	\$9,405
OFFICE LOCATION:	Waterloo
EDUCATION:	Pursuing or completed a post-secondary degree at WLU
QUALIFICATIONS:	A current Undergraduate student (member of the WLU Students' Union) at the time of application from the Waterloo campus

SUMMARY:

The Finance & Administration department is the internal support for the departments and business operations of the Wilfrid Laurier University Students' Union. It is focused on ensuring all levels of the Students' Union are operating on a consistent and transparent basis, and that best practices are being followed for financial and human resource accountability. Reporting to the Vice President: Financial & Volunteer Operations, you will be focused on achieving the goals of the Finance & Administration department of the Wilfrid Laurier University Students' Union on the Waterloo campus. You will need to be results driven with function knowledge of the role, have strong leadership skills, and excellent communication skills in order for the following to be achieved.

JOB SPECIFIC DUTIES:

Recognizing that the function of Associate Vice President encompasses a broad and wide variety of roles and responsibilities, it is important to note that not all functions are contained within this definition, and the position itself should be ever-changing and adaptive to best meet the needs of the Students' Union on the Waterloo campus. Under the supervision of the Vice President: Financial & Volunteer Operations to ensure consistency and best practices throughout the entire WLU Students' Union, you will facilitate the following functions:

- Operate in accordance with the Vision, Mission, and Guiding Principles, by-laws and policies of the Wilfrid Laurier University Students' Union;
- Follow all Health & Safety policies and procedures as outlined by the Students' Union and the Occupational Health and Safety Act of Ontario;
- Assist in ensuring all individuals within the Finance & Administration department on the Waterloo campus are adhering to Occupational Health & Safety standards;
- Remain knowledgeable of all applicable department and human resources policies and procedures of the Students' Union;
- Remain well versed in Finance & Administration procedures and risk management requirements to ensure best practices are achieved;
- Promote and adhere to Finance & Administration best practice and to agreed systems and procedures across all levels of the Students' Union;
- Assist the Vice President in achieving their mandate;
- Aid in the execution of departmental goals and objectives for both short- and long- term;
- Build and maintain constructive relationships with internal and external parties to support the goals of the Finance & Administration department on the Waterloo campus;
- Ensure open and honest communication between all Students' Union departments, business operations and staff, as required;
- Work in continuous collaboration and consultation with the Director, Student Experience and relevant full-time support staff, as required;

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- Facilitate the recruitment and selection of all volunteers on the Waterloo campus;
- Oversee and advise all unpaid staff (coordinators, executive, and general-level volunteers) on the Waterloo campus, and ensure they fulfill the requirements of their roles;
- Aid in performance evaluations and formal disciplinary processes for all volunteer personnel on the Waterloo campus, in collaboration with the Vice President: Financial and Volunteer Operations;
- Act as a human resource consultant by providing guidance and support for issues regarding volunteers on the Waterloo campus in collaboration with the Director, Waterloo Operations and Human Resources;
- Aid in the maintenance of all volunteer files, ensuring information is accurate and up-to-date;
- Assist the Vice President: Financial and Volunteer Operations in the management of the Students' Union hiring system (hiring.yourstudentsunion.ca) for the Waterloo campus;
- Aid the Vice President: Financial and Volunteer Operations in the initial orientation and continuous professional training and development for all volunteers on the Waterloo campus;
- Assist the Vice President: Financial and Volunteer Operations in the organization, implementation, and overall execution of all volunteer appreciation events for the Waterloo campus, in conjunction with the appropriate department manager or committee coordinator;
- Help to facilitate the annual planning and budget process on the Waterloo campus in collaboration with each department representative;
- Ensure all department reimbursements and invoices on the Waterloo campus are processed and completed within a timely manner;
- Adhere to the operating budget and stay within budgetary restrictions, as well as ensure that any personnel on the Waterloo campus adhere to the submitted and approved operating budgets;
- Assess the financial performance of all departments on the Waterloo campus;
- Act as a financial consultant and support for all levels of the Students' Union, in collaboration with the Director, Finance & Administration;
- Sign all necessary finance forms for the Waterloo campus (expense requisition, petty cash, etc.);
- Regularly review all Waterloo volunteer committee budget trackers, and ensure they are keeping the trackers up-to-date;
- Meet regularly with the Vice President: Financial and Volunteer Operations to set goals, seek clarification and assistance, and discuss activities within the Finance & Administration department on the Waterloo campus; and
- Any other duties as assigned by the Vice President: Financial and Volunteer Operations.

TIME COMMITMENT:

The Associate Vice President: Volunteer Operations Waterloo term begins in June and concludes in April of the following year.

- Part-time, contract position, with the expectation to work 15 hours per week;
- Core office hours are 8:30am-4:30pm, Monday to Friday, however hours may vary depending on time of year and project needs, and therefore evening and weekend hours are to be expected; and
- Work will mainly be completed seated at a desk, using a computer.

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COMMITTEE MEMBERSHIP:

- Student Executive;
- Associate Vice Presidential Hiring Committee; and
- Any committee as requested or appointed to by the Vice President: Financial and Volunteer Operations.