

# POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Associate Vice President: Volunteer Operations Brantford
<b>REPORTS TO:</b>	Vice President: Financial & Volunteer Operations
<b>SALARY RANGE:</b>	\$11,250 per annum
<b>OFFICE LOCATION:</b>	Brantford
<b>EDUCATION:</b>	Pursuing or completed a post-secondary degree at WLU
<b>QUALIFICATIONS:</b>	A current Undergraduate student (member of the WLU Students' Union) at the time of application from the Brantford campus

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## **SUMMARY:**

The Financial & Volunteer Operations 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 Financial & Volunteer Operations department of the Wilfrid Laurier University Students' Union on the Brantford 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 Brantford 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 Financial & Volunteer Operations department on the Brantford 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 Financial & Volunteer Operations procedures and risk management requirements to ensure best practices are achieved;
- Promote and adhere to Financial & Volunteer Operations 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 Financial & Volunteer Operations department on the Brantford 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, Brantford Operations and relevant full-time support staff, as required;

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- Facilitate the recruitment and selection of all volunteers on the Brantford campus;
- Oversee and advise all unpaid staff (coordinators, executive, and general-level volunteers) on the Brantford campus, and ensure they fulfill the requirements of their roles;
- Aid in performance evaluations and formal disciplinary processes for all volunteer personnel on the Brantford 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 Brantford campus in collaboration with the Director, Brantford 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](http://hiring.yourstudentsunion.ca)) for the Brantford campus;
- Aid the Vice President: Financial and Volunteer Operations in the initial orientation and continuous professional training and development for all volunteers on the Brantford campus;
- Assist the Vice President: Financial and Volunteer Operations in the organization, implementation, and overall execution of all volunteer appreciation events for the Brantford campus, in conjunction with the appropriate department manager or committee coordinator;
- Help to facilitate the annual planning and budget process on the Brantford campus in collaboration with each department representative;
- Ensure all department reimbursements and invoices on the Brantford 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 Brantford campus adhere to the submitted and approved operating budgets;
- Assess the financial performance of all departments on the Brantford 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 Brantford campus (expense requisition, petty cash, etc.);
- Regularly review all Brantford 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 Financial & Volunteer Operations department on the Brantford campus; and
- Any other duties as assigned by the Vice President: Financial and Volunteer Operations.

## **TIME COMMITMENT:**

The Associate Vice President: Volunteer Operations Brantford term begins mid-May and concludes in April the following year.

- Part-time, contract position, with the expectation to work 15 hours per week;
- Core office hours are 10:00am-4:00pm, 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:**

- Executive Leadership Team;
- Brantford Operations Team;
- Associate Vice Presidential Hiring Committee;
- Ex-officio status on any committee within the Financial & Volunteer Operations department on the Brantford Campus; and
- Any committee as requested or appointed to by the Vice President: Financial and Volunteer Operations