VOLUNTEER POSITION DESCRIPTION
Vice President Volunteers

QSAA Mission: The Queen’s Student Alumni Association is a student-run organization whose mission is to prepare students for success by connecting them to their future lives as engaged Queen's alumni. It does this by offering current students the opportunity to hear, network, and connect with Queen’s alumni, and by providing them with outside-the-classroom skill development.

Volunteer Position Summary & Purpose
As a member of the Queen’s Student Alumni Association (QSAA) Executive Leadership Team (ELT), the Vice President Volunteers will be responsible for the volunteer management components designed to solidify the QSAA student Ambassadors’ lifelong relationship with Queen’s University. This position will have a strong focus on training, recruitment, hiring, human resources, and awareness of the QSAA and its profile on campus and around the world.

The Vice President Volunteers will report directly to the QSAA President and work cooperatively with the Executive Leadership Team. Staff advisors for the QSAA will provide direction and support in the identification and implementation of annual QSAA and committee priorities.

Major Duties & Responsibilities
- Work with the QSAA Executive Leadership Team and staff advisors to identify and implement QSAA goals and objectives for 2018-19
- Between the months of May and August, develop a strategic plan for the proposed hiring, training, and volunteer relations initiatives for the 2018-19 school year
- Work with the 2018/19 Outreach Chair to implement and oversee all recruitment and hiring for the 2018/19 QSAA Ambassador team
- Implement and oversee all recruitment, training and volunteers management for QSAA Ambassador portfolios, and assist with awareness initiatives
- Responsible for ongoing QSAA Human Resources, volunteer monitoring, evaluation and motivation in regards to all QSAA Ambassadors
- Maximize effectiveness of Ambassadors to increase student engagement levels and understanding of the importance of alumni support to the success of Queen’s University
- Organize purposeful social engagements to connect and integrate the Ambassador team with each other and with the mandate of the QSAA
- Offer meaningful and rewarding Ambassador volunteer opportunities to increase the effectiveness of student-alumni interactions at every event, and to ensure signature events are properly attended
- Attend and participate at regular meetings with QSAA Executive to stay up to date on the QSAA Volunteer activities and portfolios
- Assist in the recruitment, training and engagement of volunteers for Homecoming programming
- Assist the 2019/20 QSAA President with interviewing and hiring of the 2019/20 Vice Presidents of Student Transition, Giving, Marketing & Communications, and Volunteers. Staff support supplied as needed
- Makes an annual charitable gift to Queen’s at a level that is meaningful to them

Skills/Competencies Required
- Demonstrated leadership ability
- Strong initiative and solutions driven approach
- Strong interpersonal skills
- Excellent group and individual communication
- Strong volunteer management and relationship building
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**Skills/Competencies Acquired**
- Project management experience
- Volunteer management experience
- Networking with influential alumni and University contacts

**Expectations & Reporting**
- Reports to the QSAA President
- Attends weekly Executive Leadership team meetings and leads the QSAA Ambassador meetings on a bi-weekly basis
- For each of the Executive Leadership Team meetings, preparation of a Volunteers Portfolio report is expected. This update will detail the ongoing and annual activities and priorities of the Volunteer Committees
- Attendance to as many QSAA Events as scheduling permits

**Time Commitment**
The position is an unpaid one-year (May 1, 2018 – April 30, 2019) commitment. The average time commitment would be 8-10 hours a week for each term, depending on event and meeting activity.

**Staff Partnership**
The Vice President Volunteers partners with the Alumni Officer, Volunteer Relations & Reunions (VR&R) on portfolio development and the Assistant VR&R on resourcing and issues related deliverables.

**Benefits**
- Leading a volunteer team of engaged student leaders
- Opportunities to represent the QSAA and connect with alumni, University administration and other key stakeholders on campus at QSAA events and major Alumni and University events
- Gaining real-world project management and volunteer management experience

*I agree to the above conditions and will serve for a one year, volunteer term as Vice President Volunteers, Queen’s Student Alumni Association.*

Name:________________________________ Date:________________________________________

Signature:__________________________________________________________________________

Staff Partner:_______________________________________________________________________