VOLUNTEER POSITION DESCRIPTION

Director of 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 achieves 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) Leadership Team, the Director of 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 recruitment, training, hiring, human resources, recognition, and awareness of the QSAA and its profile on campus and around the world.

The Director of Volunteers will report to the QSAA President and work cooperatively with the QSAA 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 Leadership Team and staff advisors to identify and implement QSAA goals and objectives for 2020-21
- Between the months of May and August, develop a strategic plan for the proposed hiring, training, and volunteer relations initiatives for the 2020-21 school year, encompassing OGSM (Objective, Goal, Strategy, Measures) and SWOT (Strength, Weakness, Opportunity, Threat) analyses
- Work with the 2020-21 QSAA to implement and oversee all recruitment and hiring for the 2020-21 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 Leadership to stay up to date on the QSAA Volunteer activities and portfolios
- Assist in the recruitment, training and engagement of volunteers for 2020 Homecoming programming
- Assist the 2021-22 QSAA President with interviewing and hiring of the 2021-22 Directors 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
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**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

**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 Leadership team meetings and leads the QSAA Ambassador meetings on a bi-weekly basis
- For each of the 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 13 2019 – April 30, 2020) commitment. The average time commitment would be 8-10 hours a week for each term, depending on event and meeting activity.

**Staff Partnership**
The Director of Volunteers partners with the Alumni Officer, Alumni & Student Strategic Initiatives on portfolio development and issues related deliverables.

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

Name: __________________________________ Date: ______________________________
Signature: ______________________________________________________________________
Staff Partner: _____________________________________________________________________
Phone: __________________________________________________________________________
Emergency Contact: ______________________________________________________________