

VOLUNTEER POSITION DESCRIPTION

Co-Director of Volunteers Equity, Diversity, Inclusion & Indigenization (EDII) Specialization

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 programming relating to the Equity, Diversity, Inclusion, Indigeneity & Accessibility (EDII&A) and developing a sustainable Diversity and Inclusion portfolio to increase awareness and education of intercultural knowledge and respect.

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 2022-23
- Between the months of May and August, develop a strategic plan for the proposed Equity, Diversity, Inclusion, Indigeneity & Accessibility (EDII&A) programming and developing a sustainable Diversity and Inclusion initiatives for the 2022-23 school year, encompassing OGSM (Objective, Goal, Strategy, Measures) and SWOT (Strength, Weakness, Opportunity, Threat) analyses
- Work with the 2022-23 QSAA to support all recruitment and hiring for the 2022-23 QSAA Ambassador team
- Support the implementation of all recruitment, training, and volunteer management for QSAA Ambassador portfolios, and assist with awareness initiatives including the year-round implementation of EDII training for the entire executive team
- 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 and training of student volunteers for 2022 Virtual Homecoming
- Create EDII centred proposals for each Director (Giving, Student Transition & Marketing and Communications), to implement into their respected portfolios
- Responsible for monitoring executive member's completion of Equity, Diversity, Inclusion and Indigenization (EDII) courses to certify for the QSAA EDII Certificate.
- Assist the 2023-24 QSAA President with interviewing and hiring of the 2023-24 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



Queen's Student Alumni Association

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
- Research, outline, and promote EDII courses and events offered by Queen's University and affiliated organizations

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
- Facilitate the QSAA EDII Certificate

Time Commitment

The position is an unpaid one-year (May 16 2022 – April 30, 2023) 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, Student & Young Alumni Officer on portfolio development and issues related deliverables.

I agree to the above conditions and will serve for a one year, volunteer term as Co-Director of Volunteers (EDII Specialization), Queen's Student Alumni Association.

Name: _____ Date: _____

Signature: _____

Staff Partner: _____

Phone: _____

Emergency Contact: _____