

Internal (12 positions available)

Term: Fall Semester 2018 and Winter Semester 2019

Hours: 3 hours a week (excluding events)

Immediate Supervisor: SHAC Volunteer Coordinator

Executive Supervisor: SHAC Coordinator

Training and Transition:

One full day of **MANDATORY** training on September 23rd, 2018 that will include

- Tenancy
- Anti-oppression
- Inclusive language
- SHAC operations
- Advocacy resources
- FILAC training
- CSA, University, and SHAC services

Job Description:

The Internal Volunteers will be responsible for maintaining SHAC office hours by staffing the main office. They will be responsible for the intake of student cases and act as a filter system to assist with determining if the case being presented must be handled by a coordinator or another service.

General Responsibilities:

- Maintain a minimum of 3 office hours a week
- Attend SHAC hosted or promoted events
- Complete FILAC forms to be submitted to either Legal or Advocacy coordinators
- Perform office operations tasks on a regular basis (organizing, prep work, research etc.)
- Administer advocacy or legal resources as needed
- Assist with scheduling the lawyers appointments
- Contact services on and off campus on behalf of students
- Ensure SHAC is operating in an anti-oppression/inclusive manner

Qualifications:

- General knowledge of campus resources (advocacy, legal, financial, academic etc.)
- SafeTALK (not required but preferred)
- Background experience in legal or tenancy work/comprehension
- Past volunteer experience (any organization)
- Experience in positions that require confidentiality
- General understanding of CSA and SHAC mandate
- Good interpersonal skills

External (5 Positions Available)

Term: Fall Semester 2018 and Winter Semester 2019

Hours: 2 hours/week

Immediate Supervisor: SHAC Volunteer Coordinator

Executive Supervisor: SHAC Coordinator

Training and Transition:

One full day of **MANDATORY** training on September 23rd, 2018 including:

- Tenancy
- Anti-Oppression
- Inclusive Language
- SHAC Operations
- Advocacy resources
- FILAC Training
- CSA, University, and SHAC services

Job Description:

The External Volunteers are responsible for assisting with running all SHAC events. External volunteers are responsible with assisting with the set-up and tear-down of all SHAC run events and events SHAC is partnering with. They are also responsible for assisting the Events Coordinator with ensuring that the events go as planned.

General Responsibilities:

- Attend and organize SHAC events
- Advertise SHAC services through classroom talks, making connections with other groups, etc.
- Labeling for SHAC events and services in the University Centre
- Social media posts, presentation, and advertisement
 - Weekly human rights in history posts
 - Advertise SHAC events via posters as well as SHAC supporting events
- Help facilitate inter-group and campus relations by attending committee and event meetings with Events Coordinator or in their place
- Setup and tear-down of SHAC events
- Maintaining an understanding of what events are happening on campus and informing the Events Coordinator of those relevant to SHAC's mandate
- Assisting with developing ideas on how to better advertise SHAC's services
- Meeting with the Events Coordinator as needed

Qualifications:

- Experience organizing, running, and attending events (preferably centered around legal, advocacy, financial, and/or academic topics)
- Excellent interpersonal skills

General knowledge of campus resources (advocacy, legal, financial, academic etc.)
Social media savvy
SafeTALK (not required but preferred)
Background experience in legal or tenancy work/comprehension
Past volunteer experience (any organization)
Experience in positions that require confidentiality
General understanding of CSA and SHAC mandate

SHAC Volunteer Application Form

Name:

Program and Year of Study:

Email address:

Phone number:

Please attach a copy of your class schedule including any other regular commitments you have filled into the document as well (work schedule, other volunteer commitments, club meetings, etc.) as a CV and Resume.

What work or volunteer experience do you have that would make you an asset to the SHAC team?

Why do you want to volunteer for SHAC?

How many hours a week would you be willing to commit to volunteering to SHAC?

Which position Internal / external, are you interested in volunteering as? If both please specify.

Would you be willing to attend group volunteer meetings with the whole SHAC team if requested?

Are you able to volunteer for both the F18 and W19 semesters? If not please explain why.

Have you previously volunteered for SHAC?

Are you able to attend September 23rd MANDATORY training. If you are unable to attend this training you will not be given a volunteer position at SHAC.

**When completed, please send to shacvol@uoguelph.ca. The deadline to apply is September 9th.
Good luck!!!**