



POSITION SUMMARY, Volunteers

The Alberta Student Leadership Summit (ASLS) is a student-directed conference organized at the University of Alberta to promote leadership development amongst secondary and postsecondary students from across the province. ASLS offers leadership skill development, networking opportunities and inspirational presentations to student leaders through presenters, activities and celebration.

The Director - Volunteers is a senior level volunteer position on the Alberta Student Leadership Summit Planning Committee. This position is responsible for training and coordinating volunteers for all facets of the conference, including but not limited to, promotions, pre- and post-conference sessions, and the day of ASLS. This position will be supported by staff mentors from both the University of Alberta, and the University of Alberta Students' Union.

DUTIES & RESPONSIBILITIES

1. In consultation with staff and other Directors, assess and fill volunteer needs at all phases of the conference planning cycle.
2. Review volunteer code of conduct.
3. Oversee volunteer recruitment campaigns.
4. Create and circulate volunteer schedules.
5. Act as the main point of contact for volunteers while on duty.
6. Maintain communication with volunteers as needed.
7. Design and facilitate volunteer training.
8. Coordinate the volunteer appreciation party.
9. Attend the Alberta Student Leadership Summit, and assist with day-of logistics.

QUALIFICATIONS

1. Strong organization and communication skills.
2. Strong facilitation and interpersonal skills.
3. Able to attend bi-monthly meetings on the University of Alberta's North Campus from August-December, and weekly meetings in the month of January
4. Be able to commit to 10 hours per month for conference planning from June-August, and 25 hours for the month of January.

ASSET

1. Be a current post-secondary student.
2. Have previously attended the Alberta Student Leadership Summit.
3. Experience with volunteer management.