

## **LEAD VOLUNTEER OPPORTUNITY**

### **Lead Executive Member**

#### **DESCRIPTION**

A Lead Executive Member will be responsible for a variety of areas in the Lead Program. The functions of this role contribute to the development of a positive sense of community within the Lead program. The existing executive positions are as follows:

- **Social Media Executive:** *Maintain Lead's social media platform by providing informational updates, promoting events, and event photography as well as create promotional posters and videos for Lead Events*
- **Charity Development Executive:** *Plan various charity events alongside the Assistant Coordinators.*
- **Recruitment Executives:** *Develops and enhances Volunteer Recruitment initiatives such as class talks and recruitment booths as well as General Selection Workshop.*

Previous experience as an Event Volunteer is required to apply for this position. The role is active from September to April and is a positive pre-experience to those interested in applying for a Summer Student Staff role for Head Start and Welcome Week.

#### **QUALIFICATIONS**

This position is best suited for an individual who is optimistic, can relate well with others and is organized. The volunteer must be able to problem solve and promote a positive team dynamic. This role requires that the Lead Executive Member have initiative, strong communication skills, good judgement and time management. Previous leadership experience is an asset. Previous experience in the Event Volunteer role is required. The volunteer must be in good academic standing. In applying to this position you consent to the Student Success and Leadership Centre confirming your academic standing with the University of Windsor.

#### **IMPORTANT DATES**

Attendance at Bi Monthly Executive Meetings

#### **POSITIONS AVAILABLE**