

# ACADEMIC VOLUNTEER COORDINATOR

## Role Description

**Number of positions available:** 1

**Experience level:** Previous JDC West or similar position required

**Reporting to:** Amisha Jain, VP Academics

## About JDC West

JDC West is the most prestigious undergraduate business competition in Western Canada, hosting 1,300 attendees and uniting over 600 delegates from twelve premier post-secondary institutions each year. Over the course of three days, students from British Columbia, Alberta, Saskatchewan, and Manitoba showcase their skills in the academic, athletic, debate, and challenge aspects of the competition. JDC West would not be possible without the support of over 200 volunteers and dozens of professional partners who bring this elaborate and multi-faceted competition to life.

Many volunteer opportunities are available to be a part of the competition. Volunteers must act impartial to any of the twelve competing teams. You may be ineligible to volunteer for certain positions if you are affiliated with any of the competing teams, such as, but not limited to: judging and/or coaching of the competitors; volunteering, attending, and/or donating to the team's charity causes; volunteering for Chillin' for Charity; being part of the executive team; participating or facilitating any of the programming offered by the competing teams; and more.

## Position Responsibilities:

- Act as an ambassador of the JDC West competition
- Attend all training sessions to learn the roles of other volunteer positions
- Provide guidance and assistance to all volunteers
- Escalate questions that arise from volunteers to the correct portfolio lead when appropriate
- In the case of an emergency, act as a substitute for any critical volunteer roles
- Support the communication of any logistical changes to all volunteers

## Position Requirements:

- Able to follow COVID-19 protocols
- Ability to interact professionally with delegates
- 1+ year(s) of leadership experience in a student, volunteer, or workplace setting



- Able to work independently and in a team setting
- Excellent communication skills
- Strong organizational and time management skills
- Proven experience in taking initiative and being a self-starter
- Availability for trainings (two weeks prior to competition) and the full competition (January 13 – 15)

### **Volunteer Expectations:**

Volunteers are expected to meet all of the following requirements:

1. Attend at least one training session; as well as any portfolio-specific training sessions.
2. Reply to emails and other methods of communication on a timely basis.
3. Be available for at least one 4–6-hour shift. Priority will be given to applicants who are available to volunteer multiple shifts/days.

