



## **Student Volunteer Assistant - Position Description**

The student volunteer assistant will support Flamborough Connects social media and outreach efforts to connect students to community volunteer opportunities and events. This position is ideally suited to a youth interested in completing their community service hours. The role will take place in the Flamborough Connects office, or in the community.

### Responsibilities:

- Promote Flamborough Connects student services and supports through online and social media platforms: Facebook, Twitter, Instagram, gigit.
- Support and attend volunteer fairs and events that promote youth volunteer opportunities.
- Track interactions: numbers of students who attend volunteer fairs, interactions through social media
- Follow and respect Flamborough Connects confidentiality and communications policies

### Qualifications and Skills:

- Comfortable with contemporary office software and social media platforms.
- Very good written and verbal communication skills
- Ability to work as part of a small team and take initiative
- Familiarity with the Flamborough/Hamilton area
- Empathetic to the needs of others and comfortable working with vulnerable populations
- Primarily daytime schedule with occasional evening and weekend events

For an application, call 905-689-7880 or email [admin@flamboroughconnects.ca](mailto:admin@flamboroughconnects.ca)