2023 PRO Educational Forum Planning Committee

Student Volunteer & Technical Support Committee Lead (Volunteer Position)

The 2023 PRO Educational Forum will be held from March 28-29, 2023 in Hamilton, Ontario.

The Student Volunteer & Technical Support Committee Lead is part of the PRO Forum Event Logistics team, working to physically produce the PRO Educational Forum. Responsibilities will vary dependent on an in-person versus virtual Forum format.

This position will be responsible for recruiting, coordinating, and leading a team of student volunteers in the set-up and maintenance of FF&E and technology for the conference, trade show activities, registration, networking socials and signage. Fostering partnerships with Ontario post-secondary coordinators for Recreation and Leisure, Sport Management and Event Management programs is key to successful recruitment.

Responsibilities

- Build and lead a Logistics team primarily composed of student volunteers
- Develop and implement an effective volunteer operations plan
- Review and update volunteer position descriptions and consult with PRO staff where appropriate
- Review and update recruitment strategies
- Promote the volunteer opportunities within the recreation community and work with PRO staff to target volunteer applications
- Coordinate training, transportation, hotel arrangements, dietary restrictions, and SMART SERVE certifications for student volunteers and PRO staff
- Create a schedule for volunteers throughout the conference
- Work with PRO staff to identify technology equipment needs and set-up
- Be the primary contact for volunteers from the time they are hired through the end of the conference
- Serve as liaison between volunteers and other committee members
- Prepare appreciation packages to acknowledge student volunteers
- Provide performance review to student volunteers post conference
- Gather and prepare a post conference report incorporating input from student volunteers.

Commitment

- Must be an active PRO member
- 2-year term followed by 1 year transition (3-year total commitment). Can be renewed.
- Perform tasks outlined under responsibilities (approx. 2-5 hours in the working week)
- Early on site attendance may be require for set up
- September 2022 to March 2023 (Bi-weekly to weekly conference calls as we move closer to the event date)
- Attend and volunteer onsite at the Forum if required
Skills and Assets

- Event planning and project management experience
- Proficiency in hosting meetings using virtual platforms (e.g., Zoom, Teams)
- Effective administrative, organization, networking, and collaboration skills
- Strong team building, decision making and problem-solving skills, with excellent attention to detail
- Behaves ethically and with consistency to the standards that align with PRO’s values and is a role model for the student volunteers
- Effective written, verbal, and interpersonal communication and presentation skills
- Ability to prioritize and delegate tasks
- Ability to foster positive relationships between team members
- Sound knowledge of PRO’s mission, values, and goal

Deadlines
Interested individuals must submit a copy of their cover letter and resume by email to pro@prontario.org by Friday September 23rd, 2022.