



VOLUNTEER POSITION DESCRIPTION

Position Title: Student Leaders / Campus Club Founders

Department: Fund Development & Marketing

Reports To: Public Engagement & Outreach Officer

Date: Fall 2015

SUMMARY

If you can read and write, you can learn to do, and be, anything. That's the idea behind CODE.

A Canadian NGO with 55 years of experience, CODE supports literacy and learning in Canada and around the world. CODE's international programs encourage development through education through support to libraries, professional development for teachers, as well as national and local book publishing in 20 languages. Find out more at codecan.org.

CODE on Campus is a network of university and college students who are committed to taking simple, effective steps to improve literacy rates around the world. These clubs will support CODE's ability to provide literacy and teacher training programs in locations all over the world, while engaging a broad range of young Canadians through awareness-raising, advocacy and fundraising initiatives. By sharing information about CODE, our programs, and global literacy issues, CODE on Campus groups help create a new generation of literacy advocates.

The Student Leaders / CODE on Campus Club founders will work with and report to our Public Engagement & Outreach Officer, while working on campus to advance our mission of development through education. Through regular contact with the Public Engagement & Outreach Officer, volunteers will receive support and training materials, and build relationships for future references.

WHAT YOU WILL DO

- Take some time to read about CODE, our programs and our history. Learn about our fundraising efforts and how donations to CODE are used. Learn about the importance of literacy in developing countries as well as the developed world.

- Recruit fellow students to work with you to spread the word on campus and in your community, and to fundraise in support of CODE's programs and overall global literacy issues.
- Become an Official CODE on Campus Club by registering with your school's Student Union or Activities Center. Talk to your student government/activities coordinator to find out about: possible funds available for your club, ability to set up official mailbox, email and/or website, finding meeting space and an office or locker to store materials.
- Start slow, with simple and realistic goals. Perhaps focus on increasing membership, planning your first event, and setting a fundraising target. CODE's Public Engagement & Outreach Coordinator can help you get started.
- Consider working with existing student groups or school departments that focus on specific issues such as human rights, international development, or global education or the departments of Political Science, International Development Studies, and/or Education. You may be able to collaborate on events and leverage campus interest.
- Get your message out. Create a website, get on social media. Or try some more traditional approaches: talk to your classmates, put up flyers, chalk up the sidewalks, and set up information tables in common areas. Depending on your plans, CODE can provide materials (posters, brochures, books) to help you spread the word.
- Don't stop there. Once you have a motivated group of volunteers, be sure to keep them engaged. Stay active. Always be working toward a new goal. Always be recruiting and training new members, and grooming next year's leaders.

DESIRABLE ATTRIBUTES AND SKILLS

- Professional, prompt, courteous, respectful, detailed oriented capacity to work independently.
- Strong leadership, organizational and event planning skills.
- Excellent communication skills; interest in Education, Communications, International Development.
- Respect and maintain confidentiality, standards and ethics.
- Must be self-motivated and able to work independently.

TIME COMMITMENT

- 3-5 hours per week, or more if preferred

If you are interested in volunteering or want more information about this opportunity contact

OnCampus@codecan.org