



TCW Volunteer Coordinator

Last revised: April, 2023

THE COMMERCE WEEK (TCW):

The Commerce Week (TCW) is the official orientation week for incoming Asper School of Business Students, hosted by the Commerce Students' Association. The week consists of Orientation Day, the TCW Beverage Gardens, and the Commerce on the Quad Commerce Social which are hosted for all University of Manitoba students.

POSITION OVERVIEW

The TCW Volunteer Coordinators recruit and train volunteers for all TCW events. They are required to formulate volunteer schedules for the various positions and effectively communicate required tasks to volunteers.

POSITION RESPONSIBILITIES

- Define volunteer roles and responsibilities
- Recruit Asper student volunteers for all TCW events
- Collaborate with the Executive council, General Council, JDC West, and Shinerama for volunteer opportunities
- Ensure that volunteers receive appropriate training to be successful in their positions
- Schedule volunteer shifts for all TCW events
- Attend bi-weekly TCW Committee meetings
- Attend and assist with all TCW events



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LINES OF COMMUNICATION

- Committee members
- TCW Co-chairs and VP Student Life
- Volunteers for all various events
- The Dean's Office and University of Manitoba

SKILLS DEVELOPED

- Event planning
- Interpersonal skills
- Team leadership
- Business communication skills

POSITION DETAILS

Number of positions available: 2

Reports to: TCW Co-Chairs

COMMITMENT LEVEL

Summer 2023	Fall 2023	Winter 2024
High	High	N/A

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours