



VOLUNTEER POSITION DESCRIPTION

Position: GenNext Cabinet Executive And GenNext Program Members

Position Time Period/Date Range: Annual, Ongoing, Minimum 1 Year Commitment

Position Background:

GenNext is a volunteer program of United Way that inspires young professionals to be the next generation of change-makers here in Niagara. GenNext members organize fundraising events, promote volunteer activities, encourage people to contribute to their community and provide a forum for people to connect.

Position Summary:

GenNext Cabinet's mission and goals are to increase engagement and understanding of United Way Niagara in the young professional demographic through community outreach and fundraising activities. **The time commitment is 2-4 hours per month. The Cabinet meets on the third Monday of the month.**

Key Responsibilities:

- Attend GenNext programming, including meetings, events, and volunteer opportunities
- Work collaboratively and support GenNext initiatives and decisions
- Develop GenNext campaign plan with team
- Plan, coordinate and execute events for GenNext
- Help secure sponsorship for GenNext activities and initiatives
- Participate in evaluation of GenNext events and campaign
- Actively recruit new Cabinet Members to join GenNext
- Actively engages with GenNext social media including Facebook, Instagram, Twitter, and LinkedIn. (Like, share, repost and contribute to content creation as needed.)
- Keep informed about community issues relevant to the mission and objectives of the GenNext Cabinet and United Way Niagara
- Attend United Way Niagara's events and initiatives when possible, including, but not exclusive to, United Way's Kick off, United Way Volunteer Appreciation, United Way's Campaign Celebration, Days of Caring, and After School Programs

CABINET EXECUTIVE ROLES:

CHAIR:

- Lead GenNext Cabinet meetings, activities and initiatives
- Develop meeting agendas with staff liaison
- Mentor Vice Chair and Cabinet Members
- Lead recruitment and training of Cabinet Members
- Act as primary spokesperson for GenNext representing Cabinet to media, community committees, and organizations

VICE CHAIR:

- Fill in for GenNext Cabinet Chair in their absence, including chairing meetings, agenda creation, and leading GenNext Cabinet activities and initiatives.
- Assist in the recruitment, orientation and training of new Cabinet Members including acting as a mentor

TREASURER:

- Monitor and compare revenues and expenses incurred from fundraising events
- Manage cash flow from fundraising events
- Ensuring proper records are kept for tracking purposes
- Share funds raised update with the GenNext Chair and United Way staff contact

SOCIAL MEDIA COORDINATOR:

- Develop social media calendar to support GenNext events and initiatives
- Create GenNext event communications plan

Knowledge and Interests:

- Required:
 - One+ year of professional work experience, an employee at a workplace that supports United Way Niagara is preferred
 - Enthusiastic and passionate about supporting United Way Niagara
 - Committed to diversity and inclusion
 - Strong leadership acumen, especially related to volunteer management
 - Strong verbal and written communication skills
 - High standards of accountability
 - A monthly or workplace payroll donor to United Way Niagara at a recognition level that is meaningful to them

- Beneficial:
 - Public speaking
 - Cabinet Members are expected to attend a minimum of 75% of meetings, read reference materials in advance of the meeting and actively participate.

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United Way Niagara engages volunteers and people in the community based on merit and is strongly committed to diversity and equity within our community and to providing a welcoming and inclusive environment. We welcome volunteer applications from Black, Indigenous and People of Colour, women, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities. Persons with disabilities who anticipate needing accommodations for any part of the volunteer application process may contact, in confidence, support@unitedwayniagara.org. All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.

United Way Contact Information:

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