

VOLUNTEER POSITION DESCRIPTION

GEM PEER SUPPORT VOLUNTEER – UNIVERSITY OF VICTORIA GENDER EMPOWERMENT CENTRE (GEM)

FUNCTION:

1. Provides peer-based, non-judgmental emotional support and resource navigation to students accessing GEM. Helps foster a safer, inclusive, and supportive environment grounded in intersectional feminist and collective liberation values

DUTIES:

1. Offer empathetic, active listening to students accessing peer support in-person.
2. Provide information about campus and community resources
3. Assist with peer support programming, workshops, or campaigns related to wellness, harm reduction and community care

QUALIFICATIONS:

Preferred:

1. Experience in peer support, mentoring, or community care roles
2. Familiarity with intersectional feminist frameworks
3. Strong intrapersonal and communication skills

TIME COMMITMENT:

1. Approximately one hour per week
2. Commitment for at least one academic term (preferred: full academic year)

PERKS & BENEFITS:

1. GEM Coordinator will write you a reference letter upon request after completion of one academic term
2. Comprehensive peer support and active listening training
3. Gain hands-on experience for careers in social work, counselling, education, healthcare and/or advocacy
4. Honorarium and volunteer recognition
5. Connect with a network of community care organizations
6. Contribute to meaningful, intersectional feminist work on campus

VOLUNTEER POSITION DESCRIPTION

GEM VOLUNTEER ASSISTANT LIBRARIAN – UNIVERSITY OF VICTORIA GENDER EMPOWERMENT CENTRE (GEM)

FUNCTION:

1. Assists the GEM Education Coordinator in maintaining and developing the GEM Library, helping create an accessible and welcoming collection of feminist, queer, anti-oppressive, and community-focused resources.

DUTIES:

1. Organize, catalogue, and shelf books and other library materials
2. Assist with maintaining the library catalogue and keeping records up to date
3. Help curate displays and themed book collections
4. Recommend new books, zines, and educational resources for the collection
5. Assist with library outreach and occasional library-related events
6. Provide general support related to the GEM Library as needed

QUALIFICATIONS:

Preferred:

1. Interest in books, libraries, archives, or information management
2. Familiarity with intersectional feminist frameworks
3. Strong communication and collaboration skills

TIME COMMITMENT:

1. Approximately one hour per week
2. Commitment for at least one academic term (preferred: full academic year)

PERKS & BENEFITS:

1. GEM Coordinator will write you a reference letter upon request after completion of one academic term
2. Gain hands-on experience in library organization, cataloguing, and community resource management
3. Develop organizational, research, and information management skills
4. Help shape an accessible feminist library for the campus community
5. Honorarium and volunteer recognition
6. Connect with a network of students, readers, and community organizers

7. Contribute to meaningful, intersectional feminist work on campus

VOLUNTEER POSITION DESCRIPTION

GEM VOLUNTEER PHOTOGRAPHER– UNIVERSITY OF VICTORIA GENDER EMPOWERMENT CENTRE (GEM)

FUNCTION:

1. Works with the GEM Coordinator and Communications Officer to document GEM events, initiatives, and community life through photography while respecting participant privacy and consent.

DUTIES:

1. Photograph GEM events, workshops, campaigns, and special programming
2. Edit and organize photos for use in social media, newsletters, and promotional materials
3. Ensure photo practices prioritize informed consent and participant comfort
4. Help build and maintain GEM's digital photo archive
5. Collaborate on creative visual storytelling for GEM initiatives
6. Provide photography support for special projects as needed

QUALIFICATIONS:

Preferred:

1. Experience with photography using a camera or smartphone
2. Basic photo editing skills
3. Familiarity with intersectional feminist frameworks
4. Strong communication and collaboration skills

TIME COMMITMENT:

1. Approximately one hour per week. (Depends on events)
2. Commitment for at least one academic term (preferred: full academic year)

PERKS & BENEFITS:

1. GEM Coordinator will write you a reference letter upon request after completion of one academic term
2. Build a photography portfolio featuring community events and campaigns
3. Gain experience in event photography and visual communications
4. Develop skills in photo editing, documentation, and digital media
5. Honorarium and volunteer recognition
6. Connect with a network of student artists, artists, and organizers

7. Contribute to meaningful, intersectional feminist work on campus

VOLUNTEER POSITION DESCRIPTION

GEM VOLUNTEER ARTIST IN RESIDENCE– UNIVERSITY OF VICTORIA GENDER EMPOWERMENT CENTRE (GEM)

FUNCTION:

1. Collaborates with the GEM Coordinator to foster creativity and community through art, contributing to original artistic work and supporting arts-based programming that reflects GEM's values.

DUTIES:

1. Create original artwork inspired by themes of gender justice, community, and collective liberation
2. Collaborate on posters, displays, zines, murals, or other creative projects
3. Support art-based workshops and community art initiatives
4. Contribute artwork for GEM events, campaigns, or the GEM Journal when appropriate
5. Help cultivate an inclusive and welcoming creative space within GEM
6. Provide artistic support for special projects as needed

QUALIFICATIONS:

Preferred:

1. Experience in any artistic medium
2. Interest in community-engaged or socially conscious art
3. Familiarity with intersectional feminist frameworks
4. Strong communication and collaboration skills

TIME COMMITMENT:

1. Approximately one hour per week
2. Commitment for at least one academic term (preferred: full academic year)

PERKS & BENEFITS:

1. GEM Coordinator will write you a reference letter upon request after completion of one academic term
2. Showcase your artwork through GEM events, publications, and displays
3. Build experience in community arts programming and collaborative projects
4. Develop a portfolio of socially engaged creative work
5. Honorarium and volunteer recognition

6. Connect with a network of artists, writers, and community organizers
7. Contribute to meaningful, intersectional feminist work on campus

VOLUNTEER POSITION DESCRIPTION

ADVOCACY FOR INCLUSIVE RECREATION LIAISON – UNIVERSITY OF VICTORIA GENDER EMPOWERMENT CENTRE (GEM)

FUNCTION:

1. Assists the AIR Board with events and initiatives focused on sports and recreation for marginalized groups.

DUTIES:

1. Supports the creation of recreational programming.
2. Supports existing programming such as community walks, weightlifting, racket sports, climbing, etc.
3. Oversees weightlifting sessions for safety.

QUALIFICATIONS:

Required:

1. First-aid certified.

Preferred:

1. Familiarity with intersectional feminist frameworks.
2. Strong communication and collaboration skills.

TIME COMMITMENT:

1. Approximately one hour per week.
2. Commitment for at least one academic term (preferred: full academic year).

PERKS & BENEFITS:

1. GEM Coordinator will write you a reference letter upon request after completion of one academic term.
2. Gain hands-on experience in recreational development for marginalized groups.
3. Honorarium and volunteer recognition.
4. Connect with a network of students, athletes, and instructors.
5. Stay active while contributing to recreational activities.
6. Contribute to meaningful, intersectional feminist work on campus.