



## Sample CCR Descriptions

### Student-Administered Volunteer Opportunity

#### Overview

CCR descriptions provide an overview of campus engagement opportunities faculty/staff/student-leader provides to student volunteers. **CCR descriptions are meant to clearly explain your opportunity to an outside audience** such as an employer or admission councilor. They also provide students with language they can use for their CV, cover letter, or interview. CCR descriptions are different from the description on your promotional materials.

#### Format

CCR descriptions should be written in full-sentence form with a maximum length of 500 words. Descriptions may vary in length but it is essential that they include only necessary information. Key pointers:

- Concise
- Written in **third person** (i.e. “the task is” not “in this task I”)
- Written in the **present tense**

#### Content

Each CCR description should include:

- **Roles** – What are the main roles of the position?
- **Responsibilities** – What are the main duties and responsibilities of the position?
- **Skills** – What are the main skills volunteers gain through the position?
- **Hours** – What is the total number of hours involved in the position?

Below are some sample CCR Descriptions that are readily available for you to view and examine when you start to write your own.

We are always available to help you craft and edit descriptions so that they are consistent with other opportunities that appear on the CCR.



## Samples for Student Leaders

### Example #1

**Position Name:** BrainReach Volunteer

**Organization:** BrainReach

**CCR Description:** BrainReach is a science education outreach organization run by graduate students in neuroscience across several Montreal universities. The Co-President coordinates external events, informing volunteers about teaching training workshops, and conducts biweekly meetings and facilitating content development. Through their volunteering in this position, they develop communication, organization, group facilitation, problem-solving, and leadership skills, including delegation, teamwork, and human and resource management.

**Hours:** 50

### Example #2

**Position Name:** AUS Essay Centre Volunteer Tutor

**Organization:** Arts Undergraduate Society of McGill University

**CCR Description:** AUS Essay Centre is a peer-editing service for students. Tutors receive an initial orientation on effective essay editing. They volunteer at least 10 hours per semester, including 1 office hour per week. Tutor duties involve guiding their peers constructively in improving their writing in academic papers from which the tutors themselves gain both written and oral communication skills. They exemplify a high level of writing and editing abilities as well as strong interpersonal communication skills.

**Hours:** 35

### Example #3

**Position Name:** EduBuddies Organizer

**Organization:** Education Undergraduate Society

**CCR Description:** The EduBuddies mentoring program pairs first year students and returning students in the Faculty of Education. Organizers are responsible for advertising the program at the start of the academic year, pairing mentees and mentors, organizing four mentoring events per year, checking in with pairs periodically, and being a resource to mentors. Organizers practice hosting events ideal for bonding and networking, communicating online and in-person, setting objectives and following through with expectations, and creating a healthy community based on friendship and on-going support.

**Hours:** 6

### Example #4

**Position Name:** Drivesafe Volunteer

**Organization:** Drivesafe

**CCR Description:** DriveSafe volunteers provide students with safe rides home for free. Volunteers' duties may include but are not limited to driving, helping navigate, chatting with passengers, answering incoming calls, and coordinating pickups, depending on their role for a given shift. Volunteers create fun and inclusive environments for passengers, while working as a team to ensure operations run smoothly. Student volunteers gain interpersonal, problem-solving, communication, and teamwork skills. DriveSafe volunteers devote a minimum of 48 hours per year to the student-run service.

**Hours:** 120