



Sample CCR Descriptions

Staff-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 Staff/Faculty

Example #1

Position Name: McGill Abroad Student Engagement Ambassador

Organization: Associate Provost, International (McGill Abroad)

CCR Description: Student Engagement Ambassadors are volunteer students who join the McGill Abroad external communications team. Ambassadors use digital media to actively promote the highlights and academic advantages of international mobility experiences to the student community. They volunteer an average of 1-3 hours per week. Duties include content production, evaluation of content publication through the lens of digital marketing and SEO strategies, and active engagement with the McGill's students.

Hours: 120

Example #2

Position Name: Student Ambassador

Organization: Faculty of Medicine

CCR Description: Volunteers represent the Faculty of Medicine and the diversity of these communities, they communicate with prospective students and provide tours of the medical facilities. They participate in the MMI (multi-mini-interview) panels and presentations, and meet with selected candidates invited for interviews to inform them about the student experience. They participate in CEGEP visits, presentations for re-applicants, and other information sessions as well as Open House and the Winter Fair. Volunteers commit to take part in some or many of these activities as their schedule allows, generally 2-4 hours per activity.

Hours: 86

Example #3

Position Name: Sustainability Ambassador

Organization: McGill Office of Sustainability

CCR Description: The Sustainability Ambassadors Program (SAP) is a year-long volunteering opportunity for students to promote sustainability on campus by leading engagement activities with the McGill community. The program offers a platform for students to apply their skills and creativity to grow the sustainability movement at McGill. Sustainable leadership opportunities include networking with students and staff, planning educational events, creating content, and helping with various outreach activities. SAP participants receive training in sustainable leadership that allow them to grow their skills in communications, project development, event planning, and career management. Experiences gained through the program also develop as well as their strengths in collaboration and self-reflection.

Hours: 240

Example #4

Position Name: Grads Connect Facilitator

Organization: Campus Life & Engagement

CCR Description: Grads Connect Facilitators lead groups of approximately 20 students as part of McGill's orientation events for new graduate students. They facilitate team-building exercises and lead students on a tour of campus and the surrounding area, providing information on available resources and answering questions about the graduate experience. Each volunteer receives training to enforce a positive and safe environment for all. They learn to work in teams and adapt to a fast-paced and changing environment while developing their soft leadership skills.

Hours: 10