



## ***University Students' Council – Position Description***

<b>Position Title:</b>	<b>Charity Coordinator</b>
<b>Supervisor:</b>	Student Programs Officer
<b>Remuneration:</b>	Honoraria \$1000 (\$500 per semester)
<b>Hours of Work:</b>	5-8 hours per week average, 10-15 hours during peak time
<b>Term:</b>	June 1 – April 30 <sup>th</sup>

### **OVERVIEW:**

Create professional relationships with various local and global charitable organizations to support student volunteerism opportunities on campus. In this role, you will have the opportunity to help students discover their passion for giving back to a cause they care for. You will also plan and facilitate charity events throughout the year, such as a Halloween event, a Holiday event, Dine in the Dark, and Relay for Life.

### **DUTIES AND RESPONSIBILITIES:**

- Act as Chair and oversee the selection of the Charity Committee in consultation with the Student Programs Officer.
- Plan and execute a minimum of 3 annual charity events including, but not limited to, the Children's Holiday Party, Relay for Life, Dine in the Dark and a Halloween event such as the Haunted House.
- Work with various charitable organizations to further student volunteerism and engagement and educate students about their mission and mandate.
- Work with the USC Productions Department to design, plan, and execute all events within their portfolio.
- Oversee the recruitment, screening, training, and supervision of all volunteers involved in any event in collaboration with the USC Volunteer Resources Department.
- Oversee all promotional aspects for the events, including fundraising, digital marketing, and promotional booths.
- Assign a designate from the Charity Committee to sit as a student-at-large member of the Western United Way Committee to foster a partnership with Western.
- Contribute to the budgeting and event proposal process with the Student Programs Officer for all portfolio initiatives.
- Maintain frequent communication with the Programming Associate and the Student Programs Officer to maintain consistent visioning and outcomes.
- Adhere to USC bylaws, policies and procedures.

- Complete an interim report at the end of the fall academic term (December) and a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.
- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives

## **QUALIFICATIONS:**

- All Coordinators must be an undergraduate student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot be a USC Councillor during their term as a Coordinator.

## **KNOWLEDGE, SKILLS and ABILITIES:**

- **Interpersonal Communication:** The Charity Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- **Project Management:** The Charity Coordinator will act as project manager for all the projects incumbent upon the Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Charity Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the Charity Committee, the Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.
- **Finance Acumen:** The Charity Coordinator should be financially literate and have some accounting/budgeting experience.

## **TRAINING:**

- The Charity Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.
- The Charity Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.