



University Students' Council – Position Description

Position Title:	Early Outreach Coordinator
Supervisor:	Student Programs Officer
Remuneration:	Honoraria \$1000 (\$500 per semester)
Hours of Work:	2-3 hours per week average, 7 - 10 hours during peak time
Term:	May 1 – April 30 th

OVERVIEW:

Promote the broad spectrum post-secondary opportunities to youth in the London community to help them discover their passions. In this role, you will act as the Program Director for the USC's Early Outreach Leadership Conference - a weekend-long conference on both the Western and Fanshawe campuses aimed at students who may believe that post-secondary education is beyond their reach. You will establish professional relationship with community partners, assist in the selection and training of student volunteers, and execute all programming initiatives.

DUTIES AND RESPONSIBILITIES:

- Coordinate the annual *USC Early Outreach Leadership Conference*. Work with the USC Productions Department and Student Organizations Support Department to design, plan and execute all contractual bookings, endorsements, events, caterings and transportation agreements.
- Responsible for securing funds for the *USC Early Outreach Leadership Conference*, when deemed appropriate by the Student Programs Officer.
- Responsible for the creation and implementation of new early outreach initiatives. The Coordinator must adhere to the Ontario Undergraduate Students' Alliance Policy on early outreach when developing these initiatives.
- Establish partnerships with Western campus and London community affiliates, including but not limited to, Center for New Students, Office of the Registrar, YMCA of London, the Thames Valley District School Board, the Elgin Middlesex Oxford Local Training Board, the London Economic Development Corporation, the London Chamber of Commerce as well as the City of London.
- Act as Chair and oversee the selection of the Early Outreach Executive Committee in consultation with the Programming Associate.
- Coordinate the recruitment, selection and training of all Early Outreach Conference volunteers.
- Contribute to the budgeting and event proposal process with the Programming Associate and Student Programs Officer for all portfolio initiatives.
- 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.

- i. Include any recommendations as to the appropriate direction of the Early Outreach Program within the Western community and/or any improvements to USC policies
- 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 Early Outreach 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 Early Outreach Coordinator will act as project manager for all the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Early Outreach Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the Executive Committee, the Early Outreach 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.

Public Speaking: The Early Outreach Coordinator should be a dynamic and engaging presenter and have excellent verbal communication skills.

TRAINING:

- The Early Outreach 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 Early Outreach Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.