



University Students' Council – Position Description

Position Title:	Club Operations Coordinator
Supervisor:	Vice President Governance & Finance
Remuneration:	Honoraria \$1000 (\$500 per semester)
Hours of Work:	5 hours per week average, 10-15 hours during peak time
Term:	June 1 – April 30 th

OVERVIEW:

The Club Operations Coordinator support students in their club involvement on campus. In this role, you will act as a resource to all club presidents and vice presidents. You will also work collaboratively with the AVP Clubs to maintain the administrative tasks involved with managing the clubs system so that all students involved are supported, educated, and celebrated. Some programming overseen by the Club Operations Coordinator include: clubs week, club training, year-long appreciation, and town halls.

DUTIES AND RESPONSIBILITIES:

- Assist the AVP Clubs with the daily administrative tasks involved with managing the clubs system.
- Establish and lead a committee as they see fit.
- Responsible for organizing and executing the following events in collaboration with the AVP Clubs and affiliated USC departments: Clubs week, clubs training, year-long professional development sessions for all clubs, club town halls, club appreciation events, and any other club support events.
- Manage the USC Club Community social media and maintain open lines of feedback and communication with club members and club executives.
- Schedule fixed weekly office hours in order to maintain a consistent availability to students and fellow Coordinators.
- Run year long professional development programming for club executives.
- Sit as a non-voting member on Clubs Governance Committee and any other required committees.
- Regularly meet with the Vice President Student Support & Programming for support with club programming.
- 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.

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.
- The Club Operations Coordinator cannot be an Executive member of a USC ratified club during their term as Coordinator.

KNOWLEDGE, SKILLS and ABILITIES:

- **Interpersonal Communication:** The Club Operations 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 Club Operations Coordinator will act as project manager for all the projects incumbent upon the Club Portfolio to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Club Operations Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Club Experience:** Robust experience within the club system is an asset to any applicant.
- **Group Facilitation:** In chairing the Club Audit Committee, the Club Operations 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 members. Fosters team culture that supports consensus building and the development of its members.
- **Financial Literacy:** The Club Operations Coordinator should be financially literate, have knowledge of auditing procedures and have some accounting/budgeting experience.
- **Public Speaking:** The Club Operations Coordinator should be a dynamic and engaging speaker.

TRAINING:

- The Club Operations Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Governance & Finance and the USC Human Resources Department.
- The Club Operations Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.