



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

<b>Position Title:</b>	<b>EnviroWestern Coordinator</b>
<b>Supervisor:</b>	Vice President Student Support and Programming
<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:**

The USC EnviroWestern Coordinator's primary responsibilities are to bring awareness of environmental issues to students, and inspiring action on campus. The EnviroWestern Coordinator organizes environmental awareness programming for students, staff and faculty, and residents of London to incite behavioural changes in our community. EnviroWestern focuses on helping students make changes to make Western a greener place to go to school. In this role, you will organize environmentally-related programming and consult with other campus groups to ensure their programming is as environmentally friendly and sustainable as possible.

### **DUTIES AND RESPONSIBILITIES:**

- Organize and execute environmentally-related programming at least once per month.
- Responsible for overseeing all EnviroWestern Project Teams and supporting them to allow for success; Report the Project Team's progress, success and/or any concerns which arise to the AVP Peer Programs.
- Maintain communication with Western University services and programs, including but not limited to, the Department of Housing and Ancillary Services, and Facilities Management.
- Liaise between the USC and Western University's Sustainability Working Group.
- Gather and consolidate all recommendations brought forth within the USC Environmental Sustainability Policy regarding day-to-day USC operations, events, and activities.
- Maintain an active relationship with the AVP Programs, volunteers and USC employees to assist in the implementation of environmentally friendly alternatives as part of their daily operational processes, as outlined in the USC Environmental Sustainability Policy.
- If appropriate, amend the USC Environmental Sustainability Policy and provide the VP Student Support and Programming with the proposed recommendations.
- Responsible for the recruitment, selection and management of an Executive Committee.
- Oversee the EnviroWestern programming budget.
- Maintain an active working relationship with the AVP Programs.

- 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 EnviroWestern Program within the Western community and/or any improvements to USC policies to help address environmental concerns and reduction of their carbon footprint.
- 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 EnviroWestern 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 EnviroWestern Coordinator will act as project manager for all the projects incumbent upon the EnviroWestern Executive Committee and Project Teams to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The EnviroWestern 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 and Project Teams, the EnviroWestern 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.

## **TRAINING:**

- The EnviroWestern Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the VP Student Support and Programming and the USC Human Resources Department.
- The EnviroWestern Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.