



University Students' Council of the University of Western Ontario
Position Description
CHARITY BALL COORDINATOR

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 4

1.00 POSITION TITLE: CHARITY BALL COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Associate Vice-President Campus Events, the Charity Ball Coordinator will oversee the planning and execution of the USC's annual formal event to increase awareness and raise funds for a local charitable organization.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Act as Chair and oversee the selection of the Charity Ball Committee in consultation with the Associate Vice-President Campus Events.
- (2) Oversee and administer the selection process of the annual partner charity in collaboration with the Charity Ball Committee and Associate Vice-President Campus Events.
- (3) Work with the selected charity organization to further student volunteerism and engagement and educate students about their mission and mandate.
- (4) Work with the USC Productions Department to design, plan, and execute the event.
- (5) Contribute to the budgeting and event proposal process with the Associate Vice-President Campus Events and Vice-President Student Programming for all portfolio initiatives.
- (6) Oversee all promotional aspects for the event, including ticket sales, digital marketing campaigns, and annual LookBook.
- (7) Plan and execute a cheque presentation ceremony and develop other opportunities to promote the students' contribution to the charity organization.
- (8) Maintain frequent communication with the Associate Vice-President Campus Events to maintain consistent visioning and outcomes.
- (9) Adhere to USC bylaws, policies, and procedures.



CHARITY BALL COORDINATOR

- (10) 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.

4.00 QUALIFICATIONS:

- (1) **Interpersonal Communication:** The Charity Ball 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.
- (2) **Project Management:** The Charity Ball 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 promotional campaigns. The Charity Ball Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Group Facilitation:** In leading the Charity Ball 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.
- (4) **Finance Acumen:** The Charity Ball Coordinator should be financially literate and have some accounting/budgeting experience.

5.00 TIME COMMITMENT:

- (1) This position requires varying time commitments:
 - i. April to August: 8-10 hours per week.
 - ii. September to December: 10-15 hours per week.
 - iii. January: 15-20 hours per week.
 - iv. February to April: 1-2 hours per week.
 - v. The Charity Ball Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.



CHARITY BALL COORDINATOR

6.00 TRAINING/SUPPORT:

- (1) The Charity Ball Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Student Programming and the USC Volunteer Services Department.
- (2) The Charity Ball Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Charity Ball Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Services Department.

7.00 LEARNING OUTCOMES:

- (1) Throughout their term, the Charity Ball Coordinator will learn how to develop effective programming/event planning skills and how to foster the development of skills, knowledge, and attitudes in others.
- (2) The Coordinator will also enhance their ability to adapt their behaviour according to various situations and demonstrate responsibility for their actions.

8.00 COMMUNITY IMPACT:

- (1) If successful, the Charity Ball Coordinator will create a positive relationship with the London community by highlighting student support of a local charity.
- (2) The Coordinator will also increase student awareness of and provide a lump sum donation to a local recipient charity organization.

9.00 EVALUATION:

- (1) The Charity Ball Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative



University Students' Council of the University of Western Ontario
Position Description
CHARITY BALL COORDINATOR

PAGE | 4 of 4

assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 COMPENSATION:

- (1) The Charity Ball Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Charity Ball Coordinator must:
 - i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the Associate Vice-President Campus Events by the end of the fall term; and,
 - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the Associate Vice-President Campus Events.
- (3) In order to receive the second honourarium payment, the Charity Ball Coordinator must:
 - i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit an final report to the Associate Vice-President Campus Events by the end of the fall term; and,
 - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the Associate Vice-President Campus Events.

11.00 SUPERVISION:

- (1) Primary supervision: Associate Vice-President Campus Events.
 - i. Executive oversight: Vice-President Student Programming.
- (2) Additionally, the Coordinator will receive support from the Volunteer Services Department and Human Resources Department.



University Students' Council of the University of Western Ontario
Position Description
CHARITY COORDINATOR

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 4

1.00 POSITION TITLE: CHARITY COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Associate Vice-President Campus Event, the Charity Coordinator is responsible for planning and executing charity events throughout the academic year, including a Halloween event, a Holiday event and Relay for Life.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Act as Chair and oversee the selection of the Charity Committee in consultation with the Associate Vice-President Campus Events.
- (2) Plan and execute a minimum of 3 annual charity events including, but not limited to, the Children's Holiday Party, Relay for Life and a Halloween event such as the Haunted House.
- (3) Work with various charitable organizations to further student volunteerism and engagement and educate students about their mission and mandate.
- (4) Work with the USC Productions Department to design, plan, and execute all events within their portfolio.
- (5) Oversee the recruitment, screening, training, and supervision of all volunteers involved in any event in collaboration with the USC Volunteer Services department.
- (6) Oversee all promotional aspects for the events, including fundraising, digital marketing, and promotional booths.
- (7) Contribute to the budgeting and event proposal process with the Associate Vice-President Campus Events and Vice-President Student Programming for all portfolio initiatives.
- (8) Maintain frequent communication with the Associate Vice-President Campus Events to maintain consistent visioning and outcomes.
- (9) Adhere to USC bylaws, policies and procedures.
- (10) Complete an interim report at the end of the fall academic term (December) and



CHARITY COORDINATOR

a final report at the end of the winter academic term (April) in compliance with the USC's Final Reports Procedure.

4.00 QUALIFICATIONS:

- (1) **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.
- (2) **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.
- (3) **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.
- (4) **Finance Acumen:** The Charity Coordinator should be financially literate and have some accounting/budgeting experience.

5.00 TIME COMMITMENT:

5.01 Expected time commitment for the position will vary over the term:

- (1) Average time commitment: 7 – 8 hours per week
- (2) The expected time commitment in the week leading up to an event and the week of an event will be 15 – 20 hours per week.
- (3) The Charity Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00 TRAINING/SUPPORT:

- (1) The Charity Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Student Programming and the USC Volunteer Services Department.



CHARITY COORDINATOR

- (2) The Charity Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Charity Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Services Department.

7.00 LEARNING OUTCOMES:

- (1) Throughout their term, the Charity Coordinator will learn how to develop effective programing/event planning skills and how to foster the development of skills, knowledge, and attitudes in others.
- (2) The Coordinator will also enhance their ability to adapt their behaviour according to various situations and demonstrate responsibility for their actions.

8.00 COMMUNITY IMPACT:

- (1) If successful, the Charity Coordinator will foster a strong sense of philanthropy and involvement with students on campus.
- (2) The Coordinator will have the opportunity to make an impact at the university, in the community, province and country through the awareness and fundraising campaigns.
- (3) The Coordinator will work to foster a strong sense of involvement and participation among Committee members and volunteers in fundraising events and activities.

9.00 EVALUATION:

- (1) The Charity Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative



CHARITY COORDINATOR

assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 COMPENSATION:

- (1) The Charity Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Charity Coordinator must:
 - i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the Charity Coordinator must:
 - i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit an final report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

11.00 SUPERVISION:

- (1) Primary supervision: Associate Vice-President Campus Events.
 - i. Executive oversight: Vice-President Student Programming.
- (2) Additionally, the Coordinator will receive support from the Volunteer Services Department and Human Resources Department.



University Students' Council of *the University of Western Ontario*
Position Description
CHARITY ORIENTATION COORDINATOR

EFFECTIVE: December 2013

SUPERSEDES: N/A

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 5

1.00 POSITION TITLE: CHARITY ORIENTATION COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Associate Vice-President Orientation, the Charity Orientation Coordinator is responsible for overseeing the planning and execution of Western's annual Shinerama campaign for Cystic Fibrosis research and Terry Fox Run for cancer research during Orientation Week.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Select and oversee the Shinerama and Terry Fox Programming Assistants and members of the Charity Orientation Committee in consultation with the Associate Vice-President Orientation.
- (2) Adhere to any Orientation Planning Committee (OPC), Western, and USC policies and decisions that relate to their portfolio.
- (3) Liaise with the Orientation Coordinator to incorporate the USC's charity campaigns into Orientation Week.
- (4) Develop detailed programming proposals for all Committee initiatives to be submitted to the Vice-President Student Programming and/or the Orientation Planning Committee for approval.
- (5) Facilitate the budgeting process for all Committee activities for review by the Vice-President Student Programming.
- (6) Liaise with Faculty, Residence, OC, and Affiliate Head Sophs to collaborate on various charity projects.
- (7) Act as the main spokesperson for the Charity Orientation Committee when directed by the Vice-President Student Programming.
- (8) Work with various USC departments and staff members to execute Committee projects.



CHARITY ORIENTATION COORDINATOR

- (9) Collaborate and communicate with Cystic Fibrosis Canada and the Terry Fox Foundation for projects that relate to their organization.
- (10) Attend any training sessions prior to Orientation Week as required by the Vice-President Student Programming.
- (11) Sign and adhere to an Orientation Volunteer contract and any other contracts as directed by the Vice-President Student Programming.
- (12) Complete a final report at the end of their term that is in compliance with the USC's Final Reports Procedure.

4.00 QUALIFICATIONS:

- (1) **Interpersonal Communication:** The Charity Orientation Coordinator position requires strong interpersonal and communications skills, especially when dealing with many different stakeholders in the USC and on OPC.
- (2) **Project Management:** The Charity Orientation Coordinator will act as project manager for all the portfolios within the Committee and strong organizational skills are paramount to the success of campaigns. The nature of the role requires the Charity Orientation Coordinator to be flexible and be able to critically assess problems that may arise. Problem solving skills are very important to overall success in the role.
- (3) **Group Facilitation:** To lead the Charity Orientation Committee, the Charity Orientation Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members.
- (4) **Finance Acumen:** The Charity Orientation Coordinator should have experience with creating and maintaining budgets, as well as be comfortable dealing with money.

5.00 TIME COMMITMENT:

- (1) The Charity Orientation Coordinator's term shall begin in January and end shortly after Orientation Week in October.
- (2) During the first section of the term (*January – May*), the Charity Orientation Coordinator will be required to work approximately 15 hours a week. Hours are flexible to fit around classes and other commitments. More hours may be required at peak times, while fewer may be required at times like the examination period.
- (3) During the summer (*May – September*), the Charity Orientation Coordinator will likely be working 15-20 hours per week. Most of this work will consist of



CHARITY ORIENTATION COORDINATOR

coordinating the activities of the Committee members and maintaining contact with the Vice-President Student Programming.

- (4) The Charity Orientation Coordinator will be required to return to London prior to the start of Orientation Week. They are also required to be present during Orientation Week.
- (5) Following Orientation Week, the Charity Orientation Coordinator will be required to work roughly 5-10 hours per week in October on projects related to budget reconciliation and transition of their successor.
- (6) The Charity Orientation Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00 TRAINING/SUPPORT:

- (1) The Charity Orientation Coordinator will be required to attend various Head Soph and Soph training sessions throughout their term as required by the Vice-President Student Programming. Typically this includes two training sessions prior to the end of the academic year, two training sessions in the summer, and two days of training prior to Orientation Week.
- (2) The Charity Orientation Coordinator will also be required to attend any USC-mandated training sessions for Coordinators (ex. Health and Safety Training) as determined by the Vice-President Student Programming.
- (3) Throughout their term, the Charity Orientation Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Services Department.
- (4) The Charity Orientation Coordinator will be required to attend financial budgeting training with the Vice-President Finance.

7.00 LEARNING OUTCOMES:

- (1) Throughout their term, the Charity Orientation Coordinator will have the opportunity to strengthen various aspects of their leadership, critical thinking, project management, and communication skills.
- (2) The Charity Orientation Coordinator will learn how to develop effective program/event planning and facilitation skills and how to foster the development of skills, knowledge, and attitudes in others.



University Students' Council of the University of Western Ontario
Position Description

CHARITY ORIENTATION COORDINATOR

PAGE | 4 of 5

- (3) The Charity Orientation Coordinator will also demonstrate responsibility for their actions and learn how to interpret the effect their decisions and actions may have on others.

8.00 COMMUNITY IMPACT:

- (1) If successful, the Charity Orientation Coordinator will foster a strong sense of philanthropy and involvement in first year students and Orientation leaders.
- (2) The Charity Orientation Coordinator will also have the opportunity to make an impact at the university, in the community, province, and country through the awareness and fundraising campaigns.

9.00 EVALUATION:

- (1) The Charity Orientation Coordinator will participate actively with the Vice-President Student Programming in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.
- (2) The Charity Orientation Coordinator shall regularly check in with the Vice-President Student Programming about the activities of the Committee to identify successes and issues on an ongoing basis.

10.00 SUPERVISION:

- (1) Primary supervision: Associate Vice President Orientation
 - i. Executive oversight: Vice-President Student Programming (Co-Chair of Orientation Planning Committee).
 - ii. Additional oversight: The Charity Orientation Coordinator will also be accountable to the OPC, which will provide overall visioning and oversight of the Orientation Program.



University Students' Council of the University of Western Ontario

Position Description

CHARITY ORIENTATION COORDINATOR

PAGE | 5 of 5

- (2) Secondary support: Coordinator, Volunteer Resources and Manager, Volunteer Services



University Students' Council of the University of Western Ontario
Position Description
CLUB EVENTS COORDINATOR

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 4

1.00 POSITION TITLE: CLUB EVENTS COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Associate Vice-President Clubs, the Club Events Coordinator is responsible for planning and executing various events for the clubs community throughout the year, including Clubs Week, Club Executive Training, Clubs Council and Clubs Gala.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Plan and execute all aspects of the annual Clubs Week at the beginning of the academic year, including set-up, booth assignments and registration.
- (2) Develop an effective training session for all Club Executives during the year to foster an understanding of their roles and responsibilities.
- (3) Plan and execute the annual Clubs Gala to appreciate the work of Club Executives near the end of the winter academic term.
- (4) Work collaboratively with the Club Outreach Coordinator for all promotional aspects of the events.
- (5) Work with the USC Reservations, Productions, and Student Organizations Support departments to design, plan and execute events.
- (6) Contribute to the budgeting and event proposal process with the Associate Vice-President Clubs and Vice-President Student Programming for all portfolio initiatives.
- (7) Maintain frequent communication with the Associate Vice-President Clubs to maintain consistent visioning and outcomes.
- (8) Adhere to USC bylaws, policies, and procedures.
- (9) 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.



CLUB EVENTS COORDINATOR

4.00 QUALIFICATIONS:

- (1) Project Management: The Club Events Coordinator will act as project manager for all the projects related to their portfolio. Strong organizational and time management skills are paramount to the success of these projects. The Club Events Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (2) Interpersonal Communication: The Club Events 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.
- (3) Creativity: Possesses a natural openness to new ideas and creative thinking. Has a tendency to demonstrate a high degree of curiosity and a propensity to “think outside the box” when designing programs and events.

5.00 TIME COMMITMENT:

- (1) This position requires varying time commitments:
 - i. April to July: 4 – 5 hours per week.
 - ii. August to October: 10 – 15 hours per week.
 - iii. October to April: 5 – 10 hours per week.
 - iv. The Club Events Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00 TRAINING/SUPPORT:

- (1) The Club Events Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Student Programming and the USC Volunteer Services Department.
- (2) The Club Events Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Club Events Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Services Department.



CLUB EVENTS COORDINATOR

7.00 LEARNING OUTCOMES:

- (1) The Club Events Coordinator will learn how to manage a project from start to finish, working with a variety of different stakeholders to creatively execute programming throughout the year.
- (2) They will demonstrate an understanding of and act in the mediating role of the professional communicator within organizations, between organizations and between the organization and the general public.
- (3) The Club Events Coordinator will gain comparable experience to that of an event planner for a small non-profit organization.

8.00 COMMUNITY IMPACT:

- (1) If successful, the Club Events Coordinator will help foster a sense of engagement and appreciation within the clubs community through their events.
- (2) The Club Events Coordinator will provide Western students with an outlet to become involved with the clubs community to enhance their experience at Western.

9.00 EVALUATION:

- (1) The Club Events Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 COMPENSATION:

- (1) The Club Events Coordinator shall receive two honourarium payments of \$250.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Club Events Coordinator must:



CLUB EVENTS COORDINATOR

- i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the Club Events Coordinator must:
- i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit an final report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

11.00 SUPERVISION:

- (1) Primary supervision: Associate Vice-President Clubs.
 - i. Executive oversight: Vice-President Student Programming.
- (2) Additionally, the Coordinator will receive support from the Volunteer Services Department and Human Resources Department.



University Students' Council of the University of Western Ontario
Position Description
CLUB OUTREACH COORDINATOR

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 4

1.00 POSITION TITLE: CLUB OUTREACH COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Associate Vice-President Clubs, the Clubs Outreach Coordinator is responsible for communicating the activities of the clubs system to club members and the broader community.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Consistently strive to develop innovative and creative ways to communicate what is going on in the clubs community throughout the year.
- (2) Maintain consistent communication with club executives to ensure they are informed of their responsibilities and duties.
- (3) Operate the clubs-related social media channels, including Facebook, Twitter, and the website.
- (4) Operate a central clubs email account to ensure that concerns or questions are addressed in an appropriate manner.
- (5) Hold "open" office hours for members of the clubs community at least once a week to answer questions and field concerns from the community.
- (6) Work collaboratively with the Club Event Coordinator to create promotional campaigns for clubs community events.
- (7) Contribute to the budgeting process with the Associate Vice-President Clubs and Vice-President Student Programming for all portfolio initiatives.
- (8) Maintain frequent communication with the Associate Vice-President Clubs to maintain consistent visioning and outcomes.
- (9) Adhere to USC bylaws, policies, and procedures.
- (10) 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.



CLUB OUTREACH COORDINATOR

4.00 QUALIFICATIONS:

- (1) Creativity: Possesses a natural openness to seek out new perspectives and ideas. Has a tendency to demonstrate a high degree of curiosity and a propensity to “think outside the box” when designing.
- (2) Communication: The Club Outreach Coordinator position requires strong written and verbal communication skills. Able to actively listen to the issues of others in a manner that elicits cooperation and engagement. Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and oral mediums.
- (3) Group Facilitation: The Club Outreach Coordinator should have effective group facilitation skills to ensure a positive and productive experience for members of the clubs community.

5.00 TIME COMMITMENT:

- (1) This position requires varying time commitments:
 - i. April to July: 4 – 5 hours per week.
 - ii. August to April: 5 – 10 hours per week.
 - iii. The Club Outreach Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00 TRAINING/SUPPORT:

- (1) The Club Outreach Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Student Programming and the USC Volunteer Services Department.
- (2) The Club Outreach Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Club Outreach Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Services Department.

7.00 LEARNING OUTCOMES:



CLUB OUTREACH COORDINATOR

- (1) The Club Outreach Coordinator will strengthen their written and oral communication skills across a variety of groups, as well as how to evaluate and implement feedback.
- (2) The Club Outreach Coordinator will demonstrate an understanding of and act in the mediating role of the professional communicator within organizations, between organizations and between the organization and the general public.

8.00 COMMUNITY IMPACT:

- (1) If successful, the Club Outreach Coordinator will foster a sense of understanding and engagement within the clubs community through their work.
- (2) The Club Outreach Coordinator will contribute to the overarching sense of student development and involvement that exists in the clubs community.

9.00 EVALUATION:

- (1) The Club Outreach Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 COMPENSATION

- (1) The Club Outreach Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Clubs Outreach Coordinator must:
 - i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,



CLUB OUTREACH COORDINATOR

- iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the Club Outreach Coordinator must:
- i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit an final report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

11.00 SUPERVISION:

- (1) Primary supervision: Associate Vice-President Clubs.
 - i. Executive oversight: Vice-President Student Programming.
- (2) Additionally, the Coordinator will receive support from the Volunteer Services Department and Human Resources Department.



University Students' Council of the University of Western Ontario
Position Description
CLUB POLICY COORDINATOR

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 4

1.00 POSITION TITLE: CLUB POLICY COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Associate Vice-President Clubs, the Club Policy Coordinator will oversee the development, review and enforcement of all policies related to the clubs community throughout the year.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Act as Chair of the Clubs Governance Committee; organize the agenda and schedule the Committee's meetings throughout the year.
- (2) Conduct an annual review of existing club policy documents to ensure they are up-to-date and representative of the current community standards.
- (3) Work with the Associate Vice-President Clubs to facilitate the ratification of new clubs at the beginning of the winter term.
- (4) Work collaboratively with the Club Outreach Coordinator to gather feedback on policies and work to facilitate policy revisions based on these findings.
- (5) Work collaboratively with the Club Events Coordinator to foster a sense of understanding of club policy during Club Executive training.
- (6) Write new policy documents for review by the Clubs Governance Committee where needed.
- (7) Ensure that club policy documents are easily accessible to the community in an easy-to-read online format.
- (8) Maintain frequent communication with the Associate Vice-President Clubs to maintain consistent visioning and outcomes.
- (9) Adhere to USC bylaws, policies, and procedures.
- (10) 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.



CLUB POLICY COORDINATOR

4.00 QUALIFICATIONS:

- (1) Communication: The Club Policy Coordinator position requires strong written and verbal communication skills. Able to actively listen to the issues of others in a manner that elicits cooperation and engagement.
- (2) Group Facilitation: The Club Policy Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members on the Clubs Governance Committee. 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.
- (3) Analytical Thinking: The Club Policy Coordinator should be able to integrate input and perspectives from multiple stakeholders. The Coordinator should be able to take learning from each experience and use critical thought to make adjustment for future endeavours.

5.00 TIME COMMITMENT:

- (1) This position requires varying time commitments:
 - i. April to September: 2 – 3 hours per week.
 - ii. September to April: 5 – 10 hours per week.
 - iii. The Club Policy Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00 TRAINING/SUPPORT:

- (1) The Club Policy Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Student Programming and the USC Volunteer Services Department.
- (2) The Club Policy Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Club Policy Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Services Department.



CLUB POLICY COORDINATOR

7.00 LEARNING OUTCOMES:

- (1) The Club Policy Coordinator will learn how to develop and review policy documents, taking into account a number of different perspectives and viewpoints.
- (2) The Club Policy Coordinator will also strengthen their written and oral communication skills across a variety of groups, as well as how to evaluate and implement feedback.
- (3) The Club Policy Coordinator will demonstrate an understanding of and act in the mediating role of the professional communicator within organizations, between organizations, and between the organization and the general public.

8.00 COMMUNITY IMPACT:

- (1) If successful, the Club Policy Coordinator will impact the clubs community by ensuring that all policies are fair and easily accessible.
- (2) The Club Policy Coordinator will also contribute to the overarching sense of student development and involvement that exists in the clubs community.

9.00 EVALUATION:

- (1) The Club Policy Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 COMPENSATION:

- (1) The Club Policy Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Club Policy Coordinator must:



CLUB POLICY COORDINATOR

- i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the Club Policy Coordinator must:
- i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit an final report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

11.00 SUPERVISION:

- (1) Primary supervision: Associate Vice-President Clubs.
 - i. Executive oversight: Vice-President Student Programming.
- (2) Additionally, the Coordinator will receive support from the Volunteer Services Department and Human Resources Department.



University Students' Council of the University of Western Ontario
Position Description
FIRST YEAR INVOLVEMENT COORDINATOR

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 4

1.00 POSITION TITLE: FIRST YEAR INVOLVEMENT COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Associate Vice-President Orientation, the First Year Involvement Coordinator will plan and execute programming after Orientation Week that supports and encourages extra-curricular involvement of first-year students.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Act as a liaison between residence and off-campus first year students and the USC to promote engagement and involvement.
- (2) Attend all meetings of the First Year Students' Caucus as an ex-officio member to gather feedback from first-year students and incorporate that information into programming plans for the year and recommendations for future years.
- (3) Consistently strive to create new and innovative ways to engage first year students with the USC after Orientation Week.
- (4) Liaise with residence and off-campus constituency councils to promote USC events to first year students during the year, including ticket sales and promotional booths.
- (5) Work with the USC Productions Department to design, plan and execute events.
- (6) Adhere to USC bylaws, policies and procedures.
- (7) 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.

4.00 QUALIFICATIONS:

- (1) Interpersonal Communication: The First Year Involvement Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders (i.e. first-year students' caucus, residence programmers, Housing, etc.). Able to provide constructive feedback to project stakeholders and communicate expectations effectively through written and



University Students' Council of the University of Western Ontario
Position Description
FIRST YEAR INVOLVEMENT COORDINATOR

PAGE | 2 of 4

oral mediums.

- (2) **Project Management:** The First Year Involvement Coordinator will act as project manager for all the projects within the portfolio. Strong organizational and time management skills are paramount to the success of these projects. The First Year Involvement Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Creativity:** Posses a natural openness to seek out new ideas. Has a tendency to demonstrate a high degree of curiosity and a propensity to “think outside the box” when developing new programming and initiatives.

5.00 TIME COMMITMENT:

5.01 Expected time commitment for the position will vary over the term:

- (1) Average time commitment: 7 – 8 hours per week
- (2) The expected time commitment in the week leading up to an event and the week of an event will be 10 – 15 hours per week.
- (3) The First Year Involvement Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00 TRAINING/SUPPORT:

- (1) The First Year Involvement Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Student Programming and the USC Volunteer Services Department.
- (2) The First Year Involvement Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the First Year Involvement Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Services Department.

7.00 LEARNING OUTCOMES:

- (1) The First Year Involvement Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (2) The First Year Involvement Coordinator will develop project planning and event



University Students' Council of the University of Western Ontario
Position Description
FIRST YEAR INVOLVEMENT COORDINATOR

PAGE | 3 of 4

management skills.

8.00 COMMUNITY IMPACT:

- (1) The First Year Involvement Coordinator will enhance the experience of first-year students through increased engagement and awareness of extra-curricular and volunteer opportunities on campus.

9.00 EVALUATION:

- (1) The First Year Involvement Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 COMPENSATION:

- (1) The First Year Involvement Coordinator shall receive two honourarium payments of \$250.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the First Year Involvement Coordinator must:
 - i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the First Year Involvement Coordinator must:
 - i. Remain within the position until April 30th in the relevant academic year;



University Students' Council of the University of Western Ontario
Position Description
FIRST YEAR INVOLVEMENT COORDINATOR

PAGE | 4 of 4

- ii. Submit an final report to the primary supervisor by the end of the fall term; and,
- iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

11.00 SUPERVISION:

- (1) Primary supervision: Associate Vice-President Orientation.
 - i. Executive oversight: Vice-President Student Programming.
- (2) Additionally, the Coordinator will receive support from the Volunteer Services Department and Human Resources Department.



University Students' Council of the University of Western Ontario
Position Description
INTERNAL EVENTS COORDINATOR

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 4

1.00 POSITION TITLE: INTERNAL EVENTS COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Associate Vice-President Campus Events, the Internal Events Coordinator is responsible for the planning and execution of various small-scale USC events throughout the year, including Spoke & Wave concerts, a Remembrance Day ceremony and speaker events.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Act as a programming resource, when needed, to Coordinators in other portfolios or departments.
- (2) Work with the USC Food & Beverage Department to plan a series of concerts in the Wave and/or Spoke.
- (3) Plan and execute small-scale events throughout the year, including the Remembrance Day Ceremony and distinguished speaker events.
- (4) Work with the USC Productions Department to design, plan and execute all events within their purview.
- (5) Oversee all promotional aspects of the events, including ticket sales, digital marketing and physical promotion.
- (6) Consistently strive to develop innovative and creative programming for the diverse Western population in consultation with the Associate Vice-President Campus Events.
- (7) Contribute to the budgeting and event proposal process with the Associate Vice-President Campus Events and Vice-President Student Programming for all portfolio initiatives.
- (8) Maintain frequent communication with the Associate Vice-President Campus Events to maintain consistent visioning and outcomes.
- (9) Adhere to USC bylaws, policies and procedures.



INTERNAL EVENTS COORDINATOR

- (10) 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.

4.00 QUALIFICATIONS:

- (1) **Interpersonal Communication:** The Internal Events 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.
- (2) **Project Management:** The Internal Events Coordinator will act as project manager for all the projects incumbent upon them to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Internal Events Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Creativity:** Possesses a natural openness to seek out new ideas. Has a tendency to demonstrate a high degree of curiosity and a propensity to "think outside the box" when developing new programming.
- (4) **Finance Acumen:** The Internal Events Coordinator should be financially literate and have some accounting/budgeting experience.

5.00 TIME COMMITMENT:

5.01 Expected time commitment for the position will vary over the term:

- (1) Average time commitment: 7 – 8 hours per week
- (2) The expected time commitment in the week leading up to an event and the week of an event will be 15 – 20 hours per week.
- (3) The Internal Events Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00 TRAINING/SUPPORT:

- (1) The Internal Events Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Student Programming and the USC Volunteer Services Department.
- (2) The Internal Events Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.



INTERNAL EVENTS COORDINATOR

- (3) Throughout their term, the Internal Events Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Services Department.

7.00 LEARNING OUTCOMES:

- (1) Throughout their term, the Internal Events Coordinator will learn how to develop effective programming/event planning skills.
- (2) The Internal Events Coordinator will enhance their ability to adapt their behaviour according to various situations and demonstrate responsibility for their actions.

8.00 COMMUNITY IMPACT:

- (1) If successful, the Internal Events Coordinator will provide Western students with engaging and diverse programming throughout the academic year.
- (2) The Internal Events Coordinator will provide students with the opportunity to participate in events during the year to enrich their Western experience.

9.00 EVALUATION:

- (1) The Internal Events Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 COMPENSATION

- (1) The Internal Events Coordinator shall receive two honourarium payments of \$750.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Internal Events Coordinator must:



INTERNAL EVENTS COORDINATOR

- i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the Internal Events Coordinator must:
- i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit an final report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

11.00 SUPERVISION:

- (1) Primary supervision: Associate Vice-President Campus Events.
 - i. Executive oversight: Vice-President Student Programming.
- (2) Additionally, the Coordinator will receive support from the Volunteer Services Department and Human Resources Department.



University Students' Council and *The University of Western Ontario*
ORIENTATION COORDINATOR POSITION DESCRIPTION



EFFECTIVE: November 2013

SUPERCEDES: November 2012

AUTHORITY: Orientation Planning Committee (OPC)

RATIFIED BY: OPC

1.0 POSITION TITLE: ORIENTATION COORDINATOR

2.0 POSITION OVERVIEW

The Orientation Coordinator works with the Orientation Planning Committee to plan and execute Western's Orientation Week. Working directly with the Vice-President Student Events, the Orientation Coordinator is involved in many aspects of the Orientation Program, including management of Orientation Staff, event planning and logistics, and the marketing of the program.

3.0 POSITION COMPETENCIES

Project Management

- Prioritizes tasks and projects through systematic and timely processes.
- Delegates effectively, holding members accountable to assigned tasks.
- Asks for help with projects and tasks where needed.
- Demonstrates active engagement in planning, designing, and implementing change initiatives.
- Understands own possibilities and limitations in facilitating change.

Communication

- Communicates effectively with colleagues and peers through both written and oral mediums.
- Addresses conflict and issues constructively and in a timely manner, using solution-oriented behaviour.
- Understands the holistic value of engaging in dialogue for the purpose of hearing varied viewpoints and perspectives.
- Promotes trust through transparent and consistent communications.
- Asks for feedback from a variety of relevant sources.



ORIENTATION COORDINATOR POSITION DESCRIPTION



Critical Thinking

- Observes organizational processes, practices, and outcomes, and considers possible improvements.
- Clarifies biases, strengths, and limitations.
- Considers new perspectives on organizational relationships and processes.
- Plans with an awareness of foreseeable outcomes using a range of perspectives to inform self and others.
- Understands context in decision-making.

Team and Group Facilitation

- Fosters effective balance of task achievement and relationship building.
- Utilizes a diverse range of team member skills, and recognizes potential in others.
- Effectively facilitates team decision-making processes.
- Fosters team culture that supports consensus building and the development of its members.
- Provides constructive feedback to team members.
- Identifies and responds to individual learning and resource needs of team members.

4.0 PRIMARY RESPONSIBILITIES

General Responsibilities

- Makes decisions in the Orientation Program while always considering the potential impact on incoming first year students.
- Sits on the Orientation Planning Committee, and any working groups deemed appropriate by the Vice-President Student Events.
- Establishes and maintains a positive rapport with the USC Executive, USC full-time staff members, Orientation Planning Committee members, the Residence Orientation Coordinator, the Academic Orientation Coordinator, Head Sophs, Programming Assistants, and other University partners.
- Provides input regarding the allocation of funds in the Orientation Week budgeting process when needed.
- Facilitates information-gathering sessions for Head Sophs, Programming Assistants, and volunteers to collect student feedback regarding the Orientation Program.

Working Collaboratively with the USC Vice-President Student Events

- Shares ideas and discusses initiatives with the Vice-President Students Events that supports the vision of the Orientation Program.



ORIENTATION COORDINATOR POSITION DESCRIPTION



- Meets regularly with the Vice-President Student Events to give direct updates and to be assigned projects.
- Keeps the Vice-President Student Events well-informed of any pertinent activity within the Orientation Program, particularly matters concerning volunteer conduct or behaviour.
- Collaborates with other members of the USC Executive Board at the discretion of the Vice-President Student Events.

Managing and Supervising Orientation Staff

- Participates in the selection of Orientation Staff, including determining the scope of responsibilities for each member.
- Cultivates a strong sense of team identity amongst Orientation Staff members using an effective balance between task achievement and relationship building.
- Schedules and chairs regular meetings with Orientation Staff, as well as facilitating team-building sessions.
- Provides constructive and timely feedback to Orientation Staff members regarding all aspects of their roles and responsibilities.
- Effectively delegates tasks to Orientation Staff members, holding each member accountable to assigned deadlines.

Event Planning and Execution

- Works with Orientation Staff and USC Staff to design, plan, and execute the prior to, during, and following Orientation Week (see Appendix).
- Works with the Training Working Group of the Orientation Planning Committee and Orientation Staff to execute logistics for volunteer training (see Appendix).
- Works with the Selections Working Group of the Orientation Planning Committee and Orientation Staff to execute logistics for events related to the volunteer selection process (see Appendix).

Promotions and Marketing of Orientation Week

- Works with Orientation Staff and USC Staff to develop a comprehensive promotions and marketing campaign for Orientation Week.
- Develops a variety of platforms designed to reach incoming first year students, including but not limited to:
 - Website
 - Twitter account
 - Facebook page



University Students' Council and *The University of Western Ontario*
ORIENTATION COORDINATOR POSITION DESCRIPTION



- Email advertisements
- Uses creative and innovative concepts to promote the sale of O-Passes, as well as features of the upcoming Orientation Week.
- Creates marketing tools and campaigns specific to events during Orientation Week (e.g. Campus-Wide Events).

5.0 COMMUNITY IMPACT

If successful in their role, the Orientation Coordinator will execute an Orientation Week that facilitates a positive transition for all first year students to Western University. Orientation Week will welcome all new students regardless of their gender, sexual orientation, race, faith-based tradition, or any other qualities unique to the diverse Western population.

6.0 SUPERVISION

The Orientation Coordinator reports to the Vice-President Student Events of the University Students' Council, who Co-Chairs the Orientation Planning Committee alongside a representative of the University (currently the Director of Residences). Under the direction and supervision of the Vice-President Student Events, the Orientation Coordinator is responsible for achieving the prescribed outcomes of the Orientation Program, as determined by the Orientation Governance Board and the Orientation Planning Committee.

7.0 TIME COMMITMENT

The Orientation Coordinator position has both flexible and fixed hours.

December to April: 15-20 hours/week

During the first portion of the term, hours are flexible to fit around classes and other commitments. More hours may be required during peak times for training or selections, while fewer hours may be required at times such as the examination period.

May to August: 40 hours/week

During the summer months, the Orientation Coordinator is expected to maintain a fixed office workweek in London. Evening and weekend work will also be required.

Orientation Week: 60 hours



University Students' Council and *The University of Western Ontario*
ORIENTATION COORDINATOR POSITION DESCRIPTION



September to December: 5 hours/week

8.0 RENUMERATION

The rate of pay for the Orientation Coordinator position will be \$14.00/hour.

The Orientation Coordinator will be required to submit a detailed and complete final report at the end of their term.



University Students' Council of the University of Western Ontario
Position Description
PUBLIC ARTS COORDINATOR

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 4

1.00 POSITION TITLE: PUBLIC ARTS COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Associate Vice-President Campus Events, the Public Arts Coordinator helps to express the spirit, values and artistry of student culture through various forms of art that collectively define the uniqueness of the Western community.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Promote the creation and appreciation of all forms of art on Western's campus through a variety of programming throughout the year.
- (2) Represent the USC, as its delegate, on the *Arts Collective* and *Reverie Festival* Committee.
- (3) Develop programming and distribute promotional materials for all arts programming.
- (4) Responsible for overseeing the selection of student art submissions in consultation with the *Reverie Festival* Committee.
 - i. Work with the USC Productions Department to design, plan and execute events as well as displays of public arts on campus.
- (5) Organize exhibits and/or events pertaining to visual arts, performance arts and any relatable art forms. The Associate Vice-President Campus Events will assist with the planning of such events.
- (6) Contribute to the budgeting process with the Associate Vice-President Campus Events and Vice-President Student Programming for all portfolio initiatives.
- (7) Maintain frequent communication with the Associate Vice-President Campus Events to maintain consistent visioning and outcomes.
- (8) Adhere to USC bylaws, policies, and procedures.



- (9) 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.

4.00 QUALIFICATIONS:

- (1) **Interpersonal Communication:** The Public Arts 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.
- (2) **Project Management:** The Public Arts Coordinator will act as project manager for all the projects incumbent upon the Reverie Festival Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Public Arts Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Group Facilitation:** The Public Arts Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members on the Reverie Festival Committee. 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.
- (4) **Creativity:** Possesses a natural openness to seek out new experiences. Has a tendency to demonstrate a high degree of curiosity and a propensity to “think outside the box” when designing.

5.00 TIME COMMITMENT:

- (1) This position requires varying time commitments:
 - i. April to August: 2-3 hours per week.
 - ii. September to March: 5-8 hours per week.
 - iii. The expected time commitment in the weeks surrounding the *Reverie Festival* will be 15-20 hours per week.
 - iv. The Public Arts Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.



PUBLIC ARTS COORDINATOR

6.00 TRAINING/SUPPORT:

- (1) The Public Arts Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Student Programming and the USC Volunteer Services Department.
- (2) The Public Arts Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Public Arts Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitated by the Volunteer Services Department.

7.00 LEARNING OUTCOMES:

- (1) The Public Arts Coordinator will learn how to manage a project from start to finish, working with a variety of different stakeholders to creatively execute programming throughout the year.
- (2) Demonstrate an understanding of and act in the mediating role of the professional communicator within organizations, between organizations, and between the organization and the general public.
- (3) The Public Arts Coordinator will gain comparable experience to that of a manager for a small community art festival.

8.00 COMMUNITY IMPACT:

- (1) If successful, the Public Arts Coordinator will contribute to a more vibrant, multi-dimensional and beautiful campus culture by creating a deeper interaction between the community and its environment.
- (2) Public art allows the community to express its identity and values. The Public Arts Coordinator supports art-making of many kinds – particularly young, emerging artists, in new and traditional media from stand-alone commissions to artist collaborations.

9.00 EVALUATION:

- (1) The Public Arts Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of



PUBLIC ARTS COORDINATOR

satisfaction in the position and identify further learning needs for successful job completion.

- ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 SUPERVISION:

(1) Primary supervision: Associate Vice-President Campus Events.

- i. Executive oversight: Vice-President Student Programming.

(2) Additionally, the Coordinator will receive support from the Volunteer Services Department and Human Resources Department.



University Students' Council of the University of Western Ontario
Position Description
PURPLE EVENTS COORDINATOR

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 4

1.00 POSITION TITLE: PURPLE EVENTS COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Associate Vice-President Campus Event, the Purple Events Coordinator is responsible for the planning and execution of large-scale campus programming throughout the year, including Purple Fest, Homecoming, Purple Frost and Purple Finale.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Create and implement campus-wide programming for the year that is accessible, relevant and tailored to the diverse needs to the student population.
- (2) Work with the USC Productions Department to design, plan and execute Purple Fest, Homecoming events, Purple Frost and Purple Finale.
- (3) Liaise with external partners, including the Student Success Centre and Alumni Western, to develop programming when directed by the Associate Vice-President Campus Events.
- (4) Oversee all promotional aspect for the events, including ticket sales, digital marketing, and promotional booths.
- (5) Contribute to the budgeting and event proposal process with the Associate Vice-President Campus Events and Vice-President Student Programming for all portfolio initiatives.
- (6) Maintain frequent communication with the Associate Vice-President Campus Events to maintain consistent visioning and outcomes.
- (7) Adhere to USC bylaws, policies and procedures.
- (8) 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.



PURPLE EVENTS COORDINATOR

4.00 QUALIFICATIONS:

- (1) **Interpersonal Communication:** The Purple Events 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.
- (2) **Project Management:** The Purple Events Coordinator will act as project manager for all the projects within the portfolio. Strong organizational and time management skills are paramount to the success of these projects. The Purple Events Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Finance Acumen:** The Purple Events Coordinator should be financially literate and have some accounting/budgeting experience.
- (4) **Creativity:** Possesses a natural openness to seek out new ideas. Has a tendency to demonstrate a high degree of curiosity and a propensity to “think outside the box” when developing new programming.

5.00 TIME COMMITMENT:

5.01 Expected time commitment for the position will vary over the term:

- (1) Average time commitment: 7 – 8 hours per week
- (2) The expected time commitment in the week leading up to an event and the week of an event will be 15 – 20 hours per week.
- (3) The Purple Events Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00 TRAINING/SUPPORT:

- (1) The Purple Events Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Student Programming and the USC Volunteer Services Department.
- (2) The Purple Events Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Purple Events Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential



PURPLE EVENTS COORDINATOR

learning facilitating by the Volunteer Services Department.

7.00 LEARNING OUTCOMES:

- (1) Throughout their term, the Purple Events Coordinator will learn how to develop effective programming/event planning skills.
- (2) The Purple Events Coordinator will enhance their ability to adapt their behaviour according to various situations and demonstrate responsibility for their actions.

8.00 COMMUNITY IMPACT:

- (1) If successful, the Purple Events Coordinator will provide Western students with engaging and diverse programming during the year to address their needs.
- (2) The Coordinator will also provide students with the opportunity to participate in events during the year to enrich their Western experience.

9.00 EVALUATION:

- (1) The Purple Events Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 COMPENSATION:

- (1) The Purple Events Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Purple Events Coordinator must:
 - i. Remain within the position until January 1st in the relevant academic year;



University Students' Council of the University of Western Ontario

Position Description

PURPLE EVENTS COORDINATOR

PAGE | 4 of 4

- ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the Purple Events Coordinator must:
- i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit an final report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

11.00 SUPERVISION:

- (1) Primary supervision: Associate Vice-President Campus Events.
 - i. Executive oversight: Vice-President Student Programming.
- (2) Additionally, the Coordinator will receive support from the Volunteer Services Department and Human Resources Department.



University Students' Council of the University of Western Ontario
Position Description
THEATRE WESTERN COORDINATOR

EFFECTIVE:

SUPERSEDES:

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 5

1.00 POSITION TITLE: THEATRE WESTERN COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Associate Vice-President Campus Events, the Theatre Western Coordinator will oversee, plan and execute the USC's annual theatre production, student-written short play festival and musical production.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Act as Chair and oversee the selection of the Theatre Western Committee in consultation with the Associate Vice-President Campus Events.
- (2) Coordinate the selection of theatre, short play and musical productions in collaboration with the Theatre Western Committee and the Associate Vice-President Campus Events.
- (3) Work with the USC Productions Department to design, plan and execute each Theatre Western production, including all contractual bookings, endorsements and access agreements.
- (4) Act as the producer for the three selected theatre productions and any other Theatre Western events. Supervise the cast and crew members of the individual productions.
- (5) Oversee all logistical and physical aspects of all productions including casting, production of props, costumes and set, coordination of crew members and promotion of productions.
- (6) Oversee all promotional aspects for the productions, including ticket sales, marketing campaigns, and other promotional initiatives.
- (7) Coordinate the recruitment and activities of all Theatre Western volunteers and oversee the audition process for all productions.
- (8) Oversee the planning of a Theatre Western trip to view an off-campus production.
- (9) Oversee the Theatre Western Workshop program provided for students interested in learning about acting, producing and any other topic the coordinator deems appropriate to include.



THEATRE WESTERN COORDINATOR

- (10) Contribute to the budgeting and event proposal process with the Associate Vice-President Campus Events and Vice-President Student Programming for all portfolio initiatives.
- (11) Maintain frequent communication with the Associate Vice-President Campus Events to maintain consistent visioning and outcomes.
- (12) Adhere to USC bylaws, policies, and procedures.
- (13) 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.

4.00 QUALIFICATIONS:

- (1) **Interpersonal Communication:** The Theatre Western 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.
- (2) **Project Management:** The Theatre Western Coordinator will act as project manager for all the projects incumbent upon the Theatre Western Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Theatre Western Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Group Facilitation:** In leading the Theatre Western 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.
- (4) **Finance Acumen:** The Theatre Western Coordinator should be financially literate and have some accounting/budgeting experience.
- (5) **General:** The Theatre Western Coordinator should have previous experience with Theatre Western or another theatre production company.

5.00 TIME COMMITMENT:



THEATRE WESTERN COORDINATOR

5.01 This position requires varying time commitments:

- (1) March to September: 2 – 3 hours per week
- (2) September/October: 10 – 15 hours per week
- (3) Week leading up to and week of productions: variable, as needed
- (4) The Theatre Western Coordinator shall participate in the transition of responsibilities with their successor in the months preceding the end of their term.

6.00 TRAINING/SUPPORT:

- (1) The Theatre Western Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Programming and the USC Volunteer Services Department.
- (2) The Theatre Western Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.
- (3) Throughout their term, the Theatre Western Coordinator will have the opportunity to strengthen their leadership, critical thinking, project management, and communication skills through professional development workshops and experiential learning facilitating by the Volunteer Services Department.

7.00 LEARNING OUTCOMES:

- (1) The Theatre Western Coordinator will learn how to manage a project from start to finish, working with a variety of different stakeholders to creatively execute programming throughout the year.
- (2) The Theatre Western Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (3) The Theatre Western Coordinator will also gain comparable experience to that of a manager for a small theatre production company.

8.00 COMMUNITY IMPACT:

- (1) If successful, the Theatre Western Coordinator will contribute to a more vibrant and multi-dimensional art culture on campus by showcasing artistic talents of students through programming.



THEATRE WESTERN COORDINATOR

- (2) Theatre Western enriches the lives of those who take an active part in it, as well as those in the community who benefit from live theatre productions.

9.00 EVALUATION:

- (1) The Theatre Western Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.
 - i. Formative Assessment is an ongoing process of dialogue and informal feedback in which Supervisors and volunteers determine their level of satisfaction in the position and identify further learning needs for successful job completion.
 - ii. A summative assessment is conducted at the end of a volunteer's term in order to qualify their volunteer experience, identify individual learning outcomes, and evaluate overall job performance. Two forms of summative assessment will be conducted: Supervisory Assessment and Self-Assessment.

10.00 COMPENSATION:

- (1) The Theatre Western Coordinator shall receive two honourarium payments of \$750.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Theatre Western Coordinator must:
 - i. Remain within the position until January 1st in the relevant academic year;
 - ii. Submit an interim report to the primary supervisor by the end of the fall term; and,
 - iii. Receive written notice of approval of the interim report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.
- (3) In order to receive the second honourarium payment, the Theatre Western Coordinator must:
 - i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit a final report to the primary supervisor by the end of the fall term; and,



University Students' Council of the University of Western Ontario

Position Description

THEATRE WESTERN COORDINATOR

PAGE | 5 of 5

- iii. Receive written notice of approval of the final report, in terms of meeting content and format requirements under the Final Report Procedure, by the primary supervisor.

11.00 SUPERVISION:

- (1) Primary supervision: Associate Vice-President Campus Events.
 - i. Executive oversight: Vice-President Student Programming.
- (2) Additionally, the Coordinator will receive support from the Volunteer Services Department and Human Resources Department.