



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

EFFECTIVE: February 20, 2015

AUTHORITY: Executive

RATIFIED BY: Executive

PAGE | 1 of 5

1.00 POSITION TITLE: ALLY WESTERN COORDINATOR

2.00 POSITION OVERVIEW:

- (1) The Ally Western Coordinator facilitates training and programming for students, staff and faculty who would like to be identified as an Ally to students wishing to discuss queer related issues. The Ally Western Coordinator works to create a more inclusive university campus with a focus on understanding and celebrating campus diversity.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Responsible for coordinating Ally training workshops for Western faculty, staff and students. The Coordinator will be required to maintain an up-to-date schedule of all Ally workshops executed throughout the year.
- (2) Organize and execute at least one Ally Network event per semester.
- (3) Responsible for the recruitment, selection and management of an Executive Committee; if the Coordinator wishes to hire an executive.
- (4) Responsible for the design and implementation of all promotional campaigns which will focus on the advocacy of acceptance, understanding and support of various committees.
- (5) Develop and maintain content for the Ally Western webpage on the appropriate USC affiliated web pages.
- (6) Maintain a comprehensive Allies list and encourage open and consistent communication amongst all members.
- (7) Design and research educational workshops about, but not limited to, LGBTQ, Gender Identities and Mental Health Issues.
- (8) Gather feedback from the student community and address any concerns that may require immediate attention.
- (9) Schedule fixed weekly office hours in the Peer Support Centre in order to maintain consistent availability to students and Allies.



University Students' Council of the University of Western Ontario

Position Description

ALLY WESTERN COORDINATOR

PAGE | 2 of 5

- (10) Maintain communication with Western University and USC bodies, including but not limited to: The Department of Housing and Ancillary Services, Student Development Center (SDC), Student Health Services (SHS), PrideWestern and the Affiliated Colleges.
- (11) Oversee and submit the Ally Western programming budget to the Vice President Internal before each event.
- (12) Complete a comprehensive review of the Ally service, including, but not limited to, any recommendations to be presented to Council. This review is to be completed no later than the Annual General Meeting, Part One.
- (13) Conduct one research project throughout the year that addresses an issue or area of improvement that is of interest to the coordinator that will provide student feedback and professional research to the USC within the coordinators relevant area. Upon completion, the Coordinator will both use the acquired research to advocate to relevant parties on behalf of student interests as well as provide a research summary and brief to the Vice President Internal.
- (14) This research project will consist of a combination of both issue identification and policy research.
 - i. Issue identification can be described as primary or secondary research conducted to better understand what students are currently discussing.
 - ii. Policy research is the process of gathering information about a topic identified during the issue identification process to advance student interest in this area.
- (15) Adhere to USC bylaws, policies and procedures.
- (16) 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 Ally 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 Ally Western Coordinator will act as project manager for all the projects incumbent upon the Executive Committee to accomplish. Strong



ALLY WESTERN COORDINATOR

organizational and time management skills are paramount to the success of these projects. The Ally Western Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

- (3) **Group Facilitation:** In supervising the Executive Committee, the Ally Western 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) **Public Speaking:** The Ally Western Coordinator should be a dynamic and engaging presenter with the ability to build awareness, meaning, sensitivity and understanding around social identity issues.

5.00 TIME COMMITMENT:

5.01 This position requires varying time commitments.

- (1) April to August: 2 – 3 hours per week
- (2) September to March: 7 – 10 hours per week
- (3) The expected time commitment in the week leading up to an event or the week of an event will be 10 – 15 hours per week.
- (4) The Ally 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 Ally Western Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice-President Internal and the USC Volunteer Resources Department.
- (2) The Ally 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 Ally 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 Resources Department.



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

ALLY WESTERN COORDINATOR

PAGE | 4 of 5

- (4) (1) The Ally Western Coordinator will be provided advocacy training facilitated by the USC Government Services Branch.

7.00 LEARNING OUTCOMES:

- (1) The Ally Western Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (2) The Ally Western Coordinator will develop the propensity and capacity to challenge discrimination and oppression of bigoted persons and groups on campus through public education.
- (3) The Ally Western Coordinator will develop project planning, event management and oral presentation skills.

8.00 COMMUNITY IMPACT:

- (1) As an outreach service, Ally Western organizes educational workshops which promote the following objectives: creating a safe, accepting, and inclusive environment, where diversity is understood and embraced; reducing fear of discrimination or harassment; educating participants about challenging issues, and creating a visible support network for the entire Western community.
- (2) The Ally Western Coordinator will work to foster a strong sense of involvement and shared participation among the Executive Committee in all portfolio endeavours.

9.00 EVALUATION:

- (1) The Ally 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.



ALLY WESTERN COORDINATOR

10.00 COMPENSATION

- (1) The Ally Western Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Ally 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 Ally Western 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: Vice-President Internal
- (2) Secondary support: Coordinator, Volunteer Resources and Manager, Volunteer Resources