



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

EFFECTIVE: February 20, 2015

AUTHORITY: Executive

RATIFIED BY: Executive

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1.00 POSITION TITLE: CHARITY ORIENTATION COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Orientation Coordinator, the Charity Orientation Coordinator is responsible for overseeing the planning and execution of Western's annual charity initiatives during Orientation Week.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Select and oversee the Programming Assistants and members of the Charity Orientation Committee in consultation with the Orientation Coordinator.
- (2) Adhere to any Orientation Planning Committee (OPC), Western, and USC policies and decisions that relate to their portfolio.
- (3) Liaise with the Vice-President Student Events 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 Events and/or the Orientation Planning Committee for approval.
- (5) Facilitate the budgeting process for all Committee activities for review by the Vice-President Student Events.
- (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 or Orientation Coordinator.
- (8) Work with various USC departments and staff members to execute Committee projects.
- (9) Collaborate and communicate with any selected charity group for projects that relate to their organization.



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- (10) Attend any training sessions prior to Orientation Week as required by the Orientation Coordinator.
- (11) Sign and adhere to an Orientation Volunteer contract and any other contracts as directed by the Orientation Coordinator.
- (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) 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) 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.
- (3) To lead the Charity Orientation Committee, the Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members.
- (4) The nature of the role requires the Commissioner 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.
- (5) The 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 the first academic term following Orientation Week.
- (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 Coordinator will likely be working 15-20 hours per week. Most of this work will consist of coordinating the activities of the Committee members and maintaining contact with the Orientation Coordinator and Vice-President Student Events.



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- (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 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.

6.00 TRAINING/SUPPORT:

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

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 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.
- (3) The 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 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:



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- (1) The Charity Orientation Coordinator will participate actively with the Orientation Coordinator in conducting formative and summative performance assessments.
 - i. The Coordinator shall regularly check in with the Orientation Coordinator about the activities of the Committee to identify successes and issues on an ongoing basis.

10.00 COMPENSATION:

- (1) The Charity Orientation Coordinator shall receive one honourarium payment of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Charity Orientation Coordinator must:
 - i. Remain within the position until October 1st in the relevant academic year; following Orientation Week,
 - ii. Submit a final report to the primary supervisor by the end of September; 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 Student Events.
- (2) Additionally, the Coordinator will receive support from the Volunteer Resources Department.