



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

EFFECTIVE: February 20, 2015

AUTHORITY: Executive

RATIFIED BY: Executive

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1.00 POSITION TITLE: CLUB EVENTS COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Vice-President Student Events, 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 club appreciation events, such as the annual Clubs Gala (near the end of the academic year) to appreciate the work of Club Executives.
- (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 Vice-President Student Events 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.

4.00 QUALIFICATIONS:



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- (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 Events and the USC Volunteer Resources 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 Resources Department.

7.00 LEARNING OUTCOMES:



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



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- 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: Vice-President Student Events.
- (2) Additionally, the Coordinator will receive support from the Volunteer Resources Department.