



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

**EFFECTIVE:** February 20, 2015

**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 Vice-President Student Events, 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 Vice-President Student Events for all portfolio initiatives.
- (8) Maintain frequent communication with the Vice-President Student 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 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 Events and the USC Volunteer Resources 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 Resources Department.



## **CLUB OUTREACH COORDINATOR**

### **7.00 LEARNING OUTCOMES:**

- (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 1<sup>st</sup> in the relevant academic year;



## **CLUB OUTREACH COORDINATOR**

- 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 Outreach Coordinator must:
- i. Remain within the position until April 30<sup>th</sup> 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.