



University Students' Council of the University of Western Ontario

Position Description

ALLY WESTERN COORDINATOR

EFFECTIVE: 01/01/16

SUPERSEDES:

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 event per month.
- (3) Responsible for the design and implementation of all promotional campaigns which will focus on the advocacy of acceptance, understanding and support of various committees.
- (4) Design and research educational workshops including, but not limited to, LGBTQ issues, gender identities, cultural competency, and mental health issues, in tandem with other Peer Program coordinators.
- (5) 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.
- (6) Responsible for the recruitment, selection and management of an Executive Committee.
- (7) Oversee the Ally Western programming budget.
- (8) Adhere to USC bylaws, policies and procedures.
- (9) Complete an interim report at the end of the fall academic term (December) and a



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

ALLY WESTERN COORDINATOR

PAGE | 2 of 5

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

- (10) All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.

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 in the area of allyship. Strong 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.



ALLY WESTERN COORDINATOR

- (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 Student Programs Officer and the USC Volunteer Services 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 Services Department.

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 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.



ALLY WESTERN COORDINATOR

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.

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.



ALLY WESTERN COORDINATOR

11.00 SUPERVISION:

(1) Primary supervision: Associate, Peer Programs

i. Executive oversight: Student Programs Officer

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