



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

**ENVIROWESTERN COORDINATOR**

**EFFECTIVE:** 01/01/16

**SUPERSEDES:**

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**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**PAGE | 1 of 5**

**1.00 POSITION TITLE: ENVIROWESTERN COORDINATOR**

**2.00 POSITION OVERVIEW:**

- (1) The EnviroWestern Coordinator focuses on environmental issues and the maintenance and improvement of recycling rates on campus. The Coordinator organizes environmental awareness programming and acts as a liaison between the USC and the University's Green Plan.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Organize and execute environmentally-related programming at least once per month.
- (2) Responsible for overseeing all EnviroWestern Project Teams and supporting them to allow for success.
  - i. Report the Project Team's progress, success and/or any concerns which arise to the Associate, Peer Programs.
- (3) Maintain communication with Western University services and programs, including but not limited to, the Department of Housing and Ancillary Services, and Facilities Management.
- (4) Liaise between the USC and Western University's Sustainability Working Group.
- (5) Gather and consolidate all recommendations brought forth within the USC Environmental Sustainability Policy regarding day-to-day USC operations, events, and activities.
- (6) Maintain an active relationship with the Associate, Peer Programs, volunteers and USC employees to assist in the implementation of environmentally friendly alternatives as part of their daily operational processes, as outlined in the USC Environmental Sustainability Policy.
- (7) If appropriate, amend the USC Environmental Sustainability Policy and provide the Student Programs Officer with the proposed recommendations.



## **ENVIROWESTERN COORDINATOR**

- (8) Responsible for the recruitment, selection and management of an Executive Committee.
- (9) Oversee the EnviroWestern programming budget.
- (10) Adhere to USC bylaws, policies and procedures.
- (11) 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.
  - i. Include any recommendations as to the appropriate direction of the EnviroWestern Program within the Western community and/or any improvements to USC policies to help address environmental concerns and reduction of their carbon footprint.
- (12) 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 EnviroWestern 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 EnviroWestern Coordinator will act as project manager for all the projects incumbent upon the EnviroWestern Executive Committee and Project Teams to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The EnviroWestern Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- (3) **Group Facilitation:** In leading the Executive Committee and Project Teams, the EnviroWestern 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.



## **ENVIROWESTERN COORDINATOR**

(4) **Public Speaking:** The EnviroWestern Coordinator should be a dynamic and engaging presenter and have excellent verbal communication skills.

(5) **Research:** Strong research and written communication skills is an asset.

### **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 and the week of an event will be 10 – 15 hours per week.

(4) The EnviroWestern 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 EnviroWestern Coordinator will be required to attend all USC-mandated training sessions for Commissioners and Coordinators, as determined by the Student Programs Officer and the USC Volunteer Services Department.

(2) The EnviroWestern 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 EnviroWestern 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 EnviroWestern Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.

(2) The EnviroWestern Coordinator will develop project planning and event management skills.

(3) The EnviroWestern Coordinator will develop real world research and communication skills, while developing a better understanding of university policies.



## **ENVIROWESTERN COORDINATOR**

### **8.00 COMMUNITY IMPACT:**

- (1) EnviroWestern seeks to identify environmental factors impinging on students' development and educational experience.
- (2) In environmental interventions on behalf of student organizations and students, the EnviroWestern Coordinator is able to:
  - i. Negotiate relevant services and education systems on behalf of student organizations and students;
  - ii. Help student organizations and students gain access to needed resources.
  - iii. Identify barriers to the well-being of individuals and vulnerable groups.
  - iv. Develop an initial plan of action for confronting these barriers.
  - v. Identify potential allies for confronting the barriers.
  - vi. Carry out the plan of action.
- (3) The EnviroWestern Coordinator will work to foster a strong sense of involvement and shared participation among Executive Committee members in all portfolio endeavours.

### **9.00 EVALUATION:**

- (1) The EnviroWestern 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 EnviroWestern Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.



## **ENVIROWESTERN COORDINATOR**

(2) In order to receive the first honourarium payment, the EnviroWestern Coordinator must:

- i. Remain within the position until January 1<sup>st</sup> 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 EnviroWestern Coordinator must:

- i. Remain within the position until April 30<sup>th</sup> in the relevant academic year;
- ii. Submit a 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: Associate, Peer Programs

- i. Executive oversight: Student Programs Officer

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