



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

**EFFECTIVE:** 01/01/16

**AUTHORITY:** Executive

**RATIFIED BY:** Executive

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**1.00 POSITION TITLE: CHARITY COORDINATOR**

**2.00 POSITION OVERVIEW:**

- (1) Under the direction of the Student Programs Officer, the Charity Coordinator is responsible for planning and executing charity events throughout the academic year, including a Halloween event, a Holiday event, and Relay for Life.

**3.00 PRIMARY RESPONSIBILITIES:**

- (1) Act as Chair and oversee the selection of the Charity Committee in consultation with the Student Programs Officer.
- (2) Plan and execute a minimum of 3 annual charity events including, but not limited to, the Children's Holiday Party, Relay for Life, Dine in the Dark and a Halloween event such as the Haunted House.
- (3) Work with various charitable organizations to further student volunteerism and engagement and educate students about their mission and mandate.
- (4) Work with the USC Productions Department to design, plan, and execute all events within their portfolio.
- (5) Oversee the recruitment, screening, training, and supervision of all volunteers involved in any event in collaboration with the USC Volunteer Resources Department.
- (6) Oversee all promotional aspects for the events, including fundraising, digital marketing, and promotional booths.
- (7) Assign a designate from the Charity Committee to sit as a student-at-large member of the Western United Way Committee to foster a partnership with Western.
- (8) Contribute to the budgeting and event proposal process with the Student Programs Officer for all portfolio initiatives.
- (9) Maintain frequent communication with the Programming Associate and the Student Programs Officer to maintain consistent visioning and outcomes.



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- (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.
- (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 Charity 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 Charity Coordinator will act as project manager for all the projects incumbent upon the Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Charity 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 Charity Committee, the 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) *Finance Acumen:* The Charity Coordinator should be financially literate and have some accounting/budgeting experience.

### 5.00 TIME COMMITMENT:

5.01 Expected time commitment for the position will vary over the term:

- (1) Average time commitment: 7 – 8 hours per week
- (2) The expected time commitment in the week leading up to an event and the week of an event will be 15 – 20 hours per week.
- (3) The Charity Coordinator shall participate in the transition of responsibilities with



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their successor in the months preceding the end of their term.

### **6.00 TRAINING/SUPPORT:**

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

### **7.00 LEARNING OUTCOMES:**

- (1) Throughout their term, the Charity Coordinator will learn how to develop effective programing/event planning skills and how to foster the development of skills, knowledge, and attitudes in others.
- (2) The Coordinator will also enhance their ability to adapt their behaviour according to various situations and demonstrate responsibility for their actions.

### **8.00 COMMUNITY IMPACT:**

- (1) If successful, the Charity Coordinator will foster a strong sense of philanthropy and involvement with students on campus.
- (2) The Coordinator will have the opportunity to make an impact at the university, in the community, province and country through the awareness and fundraising campaigns.
- (3) The Coordinator will work to foster a strong sense of involvement and participation among Committee members and volunteers in fundraising events and activities.

### **9.00 EVALUATION:**

- (1) The Charity Coordinator will participate actively with their supervisors in conducting formative and summative performance assessments.



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- 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 Charity Coordinator shall receive two honourarium payments of \$500.00 as compensation for their work.
- (2) In order to receive the first honourarium payment, the Charity 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 Charity 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, Programming
  - i. Executive Oversight: Student Programs Officer
- (2) Additionally, the Coordinator will receive support from the Programming Associate and the Volunteer Services Department.