



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

EFFECTIVE: 01/01/16

AUTHORITY: Executive

RATIFIED BY: Executive

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1.00 POSITION TITLE: EARLY OUTREACH COORDINATOR

2.00 POSITION OVERVIEW:

- (1) The Coordinator serves as program director for the USC Early Outreach Leadership Conference while promoting the value and benefits of increased access and participation in post-secondary education from college to the skilled trades to university.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Coordinate the annual *USC Early Outreach Leadership Conference*.
 - i. Work with the USC Productions Department and Student Organizations Support Department to design, plan and execute all contractual bookings, endorsements, events, caterings and transportation agreements.
- (2) Responsible for securing funds for the *USC Early Outreach Leadership Conference*, when deemed appropriate by the Student Programs Officer.
- (3) Responsible for the creation and implementation of new early outreach initiatives. The Coordinator must adhere to the Ontario Undergraduate Students' Alliance Policy on early outreach when developing these initiatives.
- (4) Establish partnerships with Western campus and London community affiliates, including but not limited to, Center for New Students, Office of the Registrar, YMCA of London, the Thames Valley District School Board, the Elgin Middlesex Oxford Local Training Board, the London Economic Development Corporation, the London Chamber of Commerce as well as the City of London.
- (5) Act as Chair and oversee the selection of the Early Outreach Executive Committee in consultation with the Programming Associate.
- (6) Coordinate the recruitment, selection and training of all Early Outreach Conference volunteers.
- (7) Contribute to the budgeting and event proposal process with the Programming Associate and Student Programs Officer for all portfolio initiatives.



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- (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.
 - i. Include any recommendations as to the appropriate direction of the Early Outreach Program within the Western community and/or any improvements to USC policies
- (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 Early Outreach 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 Early Outreach Coordinator will act as project manager for all the projects incumbent upon the Executive Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Early Outreach 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, the Early Outreach 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 Early Outreach Coordinator should be a dynamic and engaging presenter and have excellent verbal communication skills.

5.00 TIME COMMITMENT:

5.01 This position requires varying time commitments.

- (1) April to August: 2 – 3 hours per week.



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- (2) September to March: 7 – 10 hours per week.
- (3) The expected time commitment in the week leading up to the *Early Outreach Leadership Conference* and the week of the conference will be 15 – 20 hours per week.
- (4) The Early 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 Early Outreach 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 Early 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 Early Outreach 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 Early Outreach Coordinator will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing volunteers.
- (2) The Early Outreach Coordinator will develop project planning and event management skills.

8.00 COMMUNITY IMPACT:

- (1) The Early Outreach Coordinator endorses the value of post-secondary education in adolescents in addition to fostering critical reflection, analysis and interest in higher learning.
- (2) Early Outreach aims to identify, establish and connect communities of leadership in underprivileged London neighbourhoods to develop and implement strategies to increase societal awareness about the importance of higher education.
- (3) The Early Outreach Coordinator will work to foster a strong sense of involvement and shared participation among Executive Committee members in all portfolio endeavours.



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9.00 EVALUATION:

- (1) The Early 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 Early 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 Early Outreach 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 Early Outreach Coordinator must:
 - i. Remain within the position until April 30th in the relevant academic year;
 - ii. Submit a final report to the primary supervisor by the end of the fall term; and,



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- 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: Programming Associate
 - i. Executive Oversight: Student Programs Officer
- (2) Secondary support: Coordinator, Volunteer Services and Manager, Volunteer Services