



University Students' Council – Position Description

Position Title:	Orientation Staff - Charity Orientation Commissioner
Supervisor:	Vice President Student Support and Programming
Remuneration:	Salary
Hours of Work:	vary throughout the year (see time commitment section)
Term:	March, 2021 – December 31, 2021

OVERVIEW:

The Charity Orientation Commissioner is responsible for overseeing the planning and execution of Orientation Week USC Charity Programming. The Charity Orientation Commissioner will be responsible for supporting the recruitment and selection of the Charity Soph Team. They will be responsible for executing all Charity programming during Orientation Week including programming the One Stop and Terry Fox run, managing the charity soph team and planning other community events like the Charity Challenges for soph teams.

DUTIES AND RESPONSIBILITIES:

The Charity Orientation Commissioner will:

- Establish and maintain a positive rapport with the USC Executive, Orientation Staff, USC full-time staff members, Head Sophs, and other University stakeholders.
- Complete projects related to the Orientation Program assigned by the Vice President Student Support and Programming and Orientation Coordinator;
- Select and oversee members of the Charity Orientation Soph Team.
- Adhere to all policies and decisions that relate to their Soph Team's activities.
- Develop detailed budget and programming proposals for all Orientation-related initiatives, including:
 - Soph Team Retreat
 - Orientation Week BBQs
 - Orientation Charity One Stop
 - Terry Fox Run
 - Soph Team Time-Raising Challenges
- Liaise with Faculty, Residence, Off Campus, and Affiliate Head Sophs and PAs to collaborate on various time-raising challenges and soph team community building initiatives. *Time-raising challenges are charity challenges that happen with all soph teams throughout the summer, leading up until OWeek to encourage positive community building between and within soph teams.*
- Act as the main spokesperson for the Charity Orientation Commissioner portfolio and team.
- Draft budgets for all Orientation Week charity programming initiatives.

- Organize, design, and procure Soph Team merchandise in accordance with merchandise guidelines.
- Will meet bi-weekly from May through September with Co-Curricular EL Coordinator and Community Engagement Coordinator in Careers & Experience (Student Experience) to discuss points of collaboration between the USC and Student experience as it pertains to community-based programming and Orientation Week.
- The USC Charity Orientation Commissioner will work with the Orientation Coordinator and the Vice President of Student Support and Programming to collaborate with Careers & Experience (Student Experience) to ensure OServes programming is seamlessly integrated into Orientation Week.
- The USC Charity Orientation Commissioner will ensure that they inform the Co-Curricular EL Coordinator and Community Engagement Coordinator in Careers & Experience (Student Experience) if they are looking to partner with a community partner to ensure clarity for various community stakeholders.
- Develop multimedia promotional copy for time-raisers, and the Terry Fox Run.
- Meet regularly with the Orientation Coordinator and the Vice President Student Support and Programming.
- Complete a final report at the end of the contract term in compliance with the USC's Final Reports Procedure.

QUALIFICATIONS:

- (1) The Charity Orientation Commissioner will act as project manager for all team initiatives. Strong organizational skills are paramount.
- (2) The Charity Orientation Commissioner should have effective group facilitation and team building skills.
- (3) The Charity Orientation Commissioner position requires strong interpersonal and communications skills, especially when dealing with many different stakeholders in the USC.
- (4) The nature of the role requires the Charity Orientation Commissioner to be flexible and be able to critically assess problems that may arise. Problem solving skills are very important to overall success in the role.
- (5) The Charity Orientation Commissioner should have experience with creating and maintaining budgets, as well as have basic accounting skills.
- (6) The Charity Orientation Commissioner cannot hold another USC paid position, USC Councillor position, Director position on the USC Board of Directors or another role in the Orientation Program.
- (7) The Charity Orientation Commissioner must be an undergraduate student as defined by Western University during the school year you apply for the Charity Orientation Commissioner role and throughout the duration of holding this role.

TIME COMMITMENT:

1. Start date of March 1, 2021. End date of December 31, 2021.

2. **March and April:** Hours of work will be 10 hours per week

May to September: Hours of work will be 35 per week.

Orientation Week: Up to 60 hours per week (As per Ministry of Labour excess hours agreement)

October to December: Hours of work will be 10 hours per week

REMUNERATION:

The Charity Orientation Commissioner will receive a salary of \$15,000 over the term of the contract based on the hours as outlined in the TIME COMMITMENT section above.

TRAINING/SUPPORT:

1. There will be a Health and Safety training seminar conducted at the beginning of the term of employment. This seminar is mandatory as all members of the USC must attend.
2. Throughout their term, the Charity Orientation Commissioner 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 Human Resources Department.

LEARNING OUTCOMES:

1. The Charity Orientation Commissioner will learn how to manage a project from start to finish, working with a variety of different stakeholders to creatively execute programming throughout the year.
2. The Charity Orientation Commissioner will learn how to develop effective group facilitation skills in addition to becoming more proficient in supervising and managing others.

COMMUNITY IMPACT:

1. If successful, the Charity Orientation Commissioner will help execute an Orientation Week that facilitates a positive transition for all First Year Students to Western University, and

provides opportunities to develop civic-mindedness and to participate in campaigns that serve and support those who are less fortunate or marginalized in society.

2. The Charity Orientation Commissioner will also have the opportunity to make an impact at the university, in the community, province, and country through the awareness and fundraising campaigns.

EVALUATION:

- 1) The Charity Orientation Commissioner will participate actively with their supervisors in conducting formative and summative performance assessments.
 - a. *Formative Assessment:* Vice President Student Support and Programming will maintain an ongoing and open dialogue of informal feedback with the Charity Orientation Commissioner. This informal process of feedback will be completed on-the-job and will aid in identifying learning needs for successful task completion. This will allow for instructional guidance in learning a new skill and being able to execute assigned tasks and projects successfully. This type of feedback goes both ways so as to allow the Charity Orientation Commissioner to obtain a meaningful experience while also informing the Vice President Student Support and Programming about specific learning and development goals they hope to achieve.
 - b. *Summative Assessment:* There will be two formal feedback surveys conducted throughout the Charity Orientation Commissioner tenure with the USC. These surveys are to provide the Charity Orientation Commissioner with the ability to articulate their experiences so far and to evaluate their program to identify any learning opportunities they would like to participate in. The second aspect of the summative assessment is formally conducted by the Vice President Student Support and Programming to evaluate all strengths, any necessary improvements and communicate future projects with the Charity Orientation Commissioner. This collaborative assessment will allow for both to communicate how the experience has been so far and to evaluate the overall job performance.

SUPERVISION:

- a) The Charity Orientation Commissioner will report to the Orientation Coordinator for day to day supervision. The Vice President Student Support and Programming oversees the entire USC Orientation Staff.
- b) Secondary support for the Charity Orientation Commissioner will be provided by the USC's Human Resources Department.