



## **University Students' Council – Position Description**

<b>Position Title:</b>	<b>Orientation Staff - Charity Orientation Commissioner</b>
<b>Supervisor:</b>	Vice President Student Support & Programming
<b>Remuneration:</b>	Salary
<b>Hours of Work:</b>	Vary throughout the year (see time commitment section)
<b>Term:</b>	February 1, 2022 – November 30, 2022

### **OVERVIEW:**

The Charity Orientation Commissioner is responsible for overseeing the planning and execution of USC Orientation Charity Programming. The Charity Orientation Commissioner is responsible for recruiting, selecting, and managing the Charity Soph Team. They are also accountable for executing all USC Orientation Charity programming during Orientation Week including, but not limited to: the One Stop Charity Tent, Terry Fox Run, Charity Lunches, Charity Soph Info Night; and other community time-raising events such as the Soph team Charity Challenges. The Charity Orientation Commissioner will work closely with the Vice President Student Support & Programming, Orientation Coordinator, Orientation Staff, Senior Manager Hospitality Services, and Productions Manager to successfully fulfill their role.

### **DUTIES AND RESPONSIBILITIES:**

#### **The Charity Orientation Commissioner will:**

- Establish and maintain a positive rapport with the VP Student Support & Programming, broader USC Executive, Orientation Staff, USC full-time staff members, Head Sophs, and other University stakeholders.
- Take direction from the Vice President Student Support & Programming and Orientation Coordinator to develop the trajectory of Orientation Week with an emphasis on equity, diversity, and inclusion.
- Share ideas and discuss initiatives with Orientation Staff that support the continuous improvement of the Orientation Program.
- Select and oversee members of the Charity Orientation Soph Team before, during, and after Orientation Week, as per soph's year-long commitment to the role.
- Develop detailed budget and programming proposals for all Orientation-related initiatives, including but not limited to: Soph Team Retreat; Soph Uniforms & Gift Shirts; Charity Lunches; Orientation Charity One Stop Tent; Charity-related First Year Programming; the Terry Fox Run; and 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 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 with the support of the Finance Orientation Commissioner.
- Organize, design, and procure Soph Team merchandise in accordance with merchandise guidelines.
- Meet regularly from May through September with the Community Engagement Coordinator in Careers & Experience (Student Experience) to discuss points of collaboration between the USC and Student Experience as it pertains to Orientation Serves, the One Stop, and additional Orientation Week programming.
- The 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 materials copy for time-raisers, the Terry Fox Run, and other charity initiatives.
- Meet regularly with the Orientation Coordinator and the Vice President Student Support & Programming.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Support & Programming.
- Assist with the pick-up and delivery of supplies for OWeek.
- Complete a final report at the end of the contract term in compliance with the USC's Final Reports Procedure.

## **QUALIFICATIONS:**

- Previous experience as a leader in the Orientation Program is strongly encouraged.
- Previous experience planning and executing large-scale projects is considered an asset.
- Effective group facilitation and team building skills is considered an asset.
- A strong understanding of the USC, Campus Stakeholders, the Orientation program, as well as campus culture and first year student interest is considered an asset.
- Strong communication and organizational skills are considered an asset.
- All commissioners must be an undergraduate or professional student as defined by Western University while they are in the commissioner role.
- A commissioner cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.
- Asks for help with projects and tasks as needed.

## **TIME COMMITMENT:**

1. Start date of February 1, 2022. End date of November 30, 2022.
2. **February 1 - April 30:** 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 and November:** Hours of work will be 5 hours per week

## **REMUNERATION:**

The Charity Orientation Commissioner will receive a salary of \$15,700 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 USC's People and Development 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:**

The Vice President Student Support & 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 & Programming about specific learning and development goals they hope to achieve.

## **SUPERVISION:**

1. The Charity Orientation Commissioner will report to the Orientation Coordinator for day to day supervision. The Vice President Student Support & Programming oversees the entire USC Orientation Staff.
2. Secondary support for the Charity Orientation Commissioner will be provided by the USC's People and Development Department.