



University Students' Council – Position Description

Position Title:	Charity Coordinator
Supervisor:	Vice President Student Services
Remuneration:	\$18/hour
Hours of Work:	10 hours per week average
Term:	September 1 – April 30 th

OVERVIEW:

The Charity Coordinator shall promote volunteerism amongst the student body. They will do so by: maintaining relationships with local charitable organizations to recruit and promote opportunities for students; administering volunteer opportunities through the USC; executing fundraising initiatives; and facilitating charity events throughout the year as detailed below.

DUTIES AND RESPONSIBILITIES:

- Act as Chair and oversee the selection of the Charity Committee in consultation with the VP Student Services and AVP Student Services.
- Plan and execute a minimum of three annual charity events including, but not limited to, Haunted Not Hungry, the Children's Holiday Party, and Relay for Life with the support of a leadership team.
- Work with various charitable organizations to further student volunteerism and engagement and educate students about their mission and mandate.
- Work with the related USC Department to design, plan, and execute all events within their portfolio.
- Contribute to the budgeting and event proposal process with the AVP Student Services for all portfolio initiatives.
- Maintain frequent communication with the AVP Student Services and the VP Student Services to maintain consistent visioning and outcomes.
- Adhere to USC bylaws, policies and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Services; ask for help with projects and tasks where needed.
- All USC Coordinators are encouraged to promote each other's events. This will ultimately benefit everyone in their efforts to promote their initiatives.
- Sit on working groups and committees at the request of the VP Student Services.

QUALIFICATIONS:

- All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.
- A Coordinator cannot hold another USC paid position (USC Operation, AVP, Governance Leader, Intern) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

KNOWLEDGE, SKILLS and ABILITIES:

- **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.
- **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.
- **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.
- **Finance Acumen:** The Charity Coordinator should be financially literate and have some accounting/budgeting experience.

TRAINING:

- The Charity Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the VP Student Services and the USC Human Resources Department.
- The Charity Coordinator will be expected to attend a mandatory EDI and Health and Safety training seminar conducted at the beginning of their term.