University Students' Council – Position Description

Position Title: **Charity and Support Coordinator**
Supervisor: Vice President Student Services
Remuneration: $19.50/hour
Hours of Work: 10 hours per week average
Term: September 1 – April 30
Virtual Training   Must be available Thursday, August 13th 5-7pm

OVERVIEW:

The Charity and Support 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:

- Plan and execute a minimum of three annual charity events, not limited to: Haunted Not Hungry, the Children's Holiday Party, Relay for Life, and the holiday food drive.
- 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 events within their portfolio.
- Complete the budgeting and event proposal process with the VP Student Services for all portfolio initiatives.
- Attend weekly meetings with the Vice President Student Services.
- Hire and lead a committee of students with the AVP Student Services.

QUALIFICATIONS:

- All Coordinators must be enrolled in an Undergraduate or Professional Student (Medicine, Law, Education and Dentistry) degree during their employment term.
- 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:

Candidates for this position should have aptitudes in the following areas:

- Strong interpersonal communication, organizational and time management skills.
- Project Management skills and effective problem solving
- Should be financially literate and have some accounting/budgeting experience.

TRAINING:

- All Coordinators will be required to attend all USC-mandated training sessions for Coordinators, as determined by the VP Student Services and the USC People and Development Department.
- All Coordinators will be expected to attend mandatory EDI and Health and Safety training conducted at the beginning of their term.