



University Students' Council and *The University of Western Ontario*
Charity Orientation Coordinator:
POSITION DESCRIPTION



EFFECTIVE:	September 2016	SUPERSEDES:	November 2015
AUTHORITY:	Orientation Planning Committee (OPC)	RATIFIED BY:	Orientation Planning Committee (OPC)

PAGE | 1 of 5

1.00 POSITION TITLE: CHARITY ORIENTATION COORDINATOR

2.00 POSITION OVERVIEW:

- (1) Under the direction of the Orientation Coordinator, the Charity Orientation Coordinator is responsible for overseeing the planning and execution of Western's annual charity initiatives during Orientation Week.

3.00 PRIMARY RESPONSIBILITIES:

- (1) Select and oversee Charity Orientation Programming Assistants and members of the Charity Orientation team in accordance with Orientation Operations Committee guidelines.
- (2) Adhere to any Orientation Operations Committee, Western, and USC policies and decisions that relate to their Soph team's activities.
- (3) Develop detailed programming proposals for all Orientation-related initiatives to be submitted to the Orientation Coordinator and the Orientation Operations Committee for approval.
- (4) Facilitate the budgeting process for all spring and summer charitable activities, for review and approval by the Orientation Operations Committee.
- (5) Liaise with Faculty, Residence, Off Campus, and Affiliate Head Sophs to collaborate on various charitable campaigns and initiatives.
- (6) Act as the main spokesperson for the Charity Orientation team as directed by the Orientation Coordinator.
- (7) Collaborate and communicate with selected and approved charitable organizations within the Orientation program.
- (8) Draft a budget in collaboration with the Orientation Coordinator and the USC Secretary Treasurer for all Orientation-related charitable initiatives for review and approval by the Orientation Operations Committee.



University Students' Council and *The University of Western Ontario*
Charity Orientation Coordinator:
POSITION DESCRIPTION



PAGE | 2 of 5

- (9) Organize, design, and procure Soph Team and First Year Student merchandise in accordance with Orientation Operations Committee merchandise guidelines.
- (10) Liaise with the City of London, in collaboration with the USC Vice-President External, to organize various community service learning activities for new students during Orientation Week
- (11) Attend any training sessions prior to Orientation Week as required by the Orientation Coordinator or the Orientation Operations Committee.
- (12) Meet regularly with the Orientation Coordinator, USC Student Programs Officer and Coordinator, Orientation Initiatives.
- (13) Sign and adhere to an Orientation Volunteer contract and any other contracts as required by the Orientation Operations Committee.
- (14) Serve as an ex-officio member on Orientation Staff.
- (15) Attend Orientation Staff meetings, when necessary, to provide information regarding Soph team initiatives and campaign updates
- (16) Participate on any Orientation Operations Committee Working Groups, where assigned

4.00 QUALIFICATIONS:

- (1) The Charity Orientation Coordinator must be dutifully enrolled as an undergraduate student registered at Western University for the 2017/18 & 2018/19 school year.
- (2) The Charity Orientation Coordinator must attain a 65% academic average in their course marks in the school year ending in April, 2018.
 - i. Summer and intersession courses do not count towards the calculation of this average.
- (3) The Charity Orientation Coordinator will act as project manager for all team initiatives. Strong organizational skills are paramount.
- (4) The Charity Orientation Coordinator should have effective group facilitation and team building skills.



University Students' Council and *The University of Western Ontario*
Charity Orientation Coordinator:
POSITION DESCRIPTION



PAGE | 3 of 5

- (5) The Charity Orientation Coordinator position requires strong interpersonal and communications skills, especially when dealing with many different stakeholders in the USC and on the Orientation Operations Committee.
- (6) The nature of the role requires the Coordinator 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.
- (7) The Coordinator should have experience with creating and maintaining budgets, as well as be comfortable dealing with money.

5.00 TIME COMMITMENT:

- (1) The Charity Orientation Coordinator's term shall begin in November of 2017, upon selection for the position, and end on the last day of the 2018/19 fall term. The Coordinator must be mindful that they will remain a role model for many students beyond the term of their position.
- (2) During the first section of the term (*November – May*), the Charity Orientation Coordinator will be required to work approximately 7-10 hours a week. Hours are flexible to fit around classes and other commitments. More hours may be required at peak times, while fewer may be required at times like the examination period.
- (3) During the summer (*May – September*), the Coordinator will likely be working 10-15 hours per week. Typical responsibilities include:
 - i. Coordinating Orientation Week events and team activities
 - ii. Coordinating their team retreat weekend in June
 - iii. Coordinating summer awareness activities organized by Soph teams
 - iv. Initiating planning meetings with campus partners and representatives from the charitable organizations to provide regular program updates
 - v. Leading regular and ongoing Leadership Team meetings, in person, or online, with PAs who may be long distance.
- (4) The Charity Orientation Coordinator will be required to return to London prior to the start of Orientation Week. They are also required to be present during Orientation Week.

6.00 TRAINING/SUPPORT:



University Students' Council and *The University of Western Ontario*
Charity Orientation Coordinator:
POSITION DESCRIPTION



PAGE | 4 of 5

- (1) The Charity Orientation Coordinator will be required to attend various mandatory Head Soph and Soph training sessions throughout their term as required by the Orientation Operations Committee. This typically includes:
 - i. Several training sessions prior to the end of the academic year,
 - ii. Spring Soph Orientation in March,
 - iii. Leadership Team Retreat weekend in May
 - iv. Soph Retreat weekend in June
 - v. September Head Soph Training
 - vi. September Soph Training

7.00 LEARNING OUTCOMES:

- (1) Throughout their term, the Charity Orientation Coordinator will have the opportunity to strengthen various aspects of their leadership, critical thinking, project management, and communication skills.
- (2) The Charity Orientation Coordinator will learn how to develop effective program/event planning and facilitation skills. Additionally, the Coordinator will strengthen their facilitation skills so as to enable peers' learning and personal development.
- (3) The Charity Orientation Coordinator will also demonstrate responsibility for their actions and learn how to interpret the effect their decisions and actions may have on others.

8.00 COMMUNITY IMPACT:

- (1) If successful, the Charity Orientation Coordinator 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 Coordinator will also have the opportunity to make an impact at the university, in the community, province, and country through the awareness and fundraising campaigns.

9.00 SUPERVISION:



University Students' Council and *The University of Western Ontario*
Charity Orientation Coordinator:
POSITION DESCRIPTION



PAGE | 5 of 5

The Charity Orientation Coordinator is expected to take direction from the Orientation Operations Committee