1. Position title: Charity Orientation COORDINATOR
2. Position Overview:
	* 1. The Charity Orientation Coordinator is responsible for overseeing the planning and execution of Western’s Orientation Serves campaign and various community engaged learning initiatives during Orientation Week and Orientation Month.
3. 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 budget and programming proposals for all Orientation-related initiatives, to be submitted to the Orientation Operations Committee for approval, including:
			1. Soph Team Retreat
			2. Orientation Week BBQs
			3. Orientation Serves
			4. Terry Fox Run
			5. Orientation Month Time-Raisers
		4. Liaise with Faculty, Residence, Off Campus, and Affiliate Head Sophs and PAs to collaborate on various time-raising and community engaged learning initiatives.
		5. Act as the main spokesperson for the Charity Orientation portfolio and team.
		6. Draft budgets for all Orientation Week programming initiatives, including Orientation Serves, for review and approval by the Orientation Operations Committee.
		7. Organize, design, and procure Soph Team merchandise in accordance with Orientation Operations Committee merchandise guidelines.
		8. Liaise with the Community Engagement Coordinator, to organize various community engaged learning activities, with London and area non-profit organizations, for new Students during Orientation Week and Orientation Month
		9. Develop multimedia promotional copy for Orientation Serves, time-raisers, and the Terry Fox Run.
		10. Design and deliver experiential marketing campaigns to educate Students about the community organizations participating in Orientation Serves and Orientation Month time-raisers.
		11. Attend any training sessions prior to Orientation Week as required by the Orientation Operations Committee and the Student Success Centre.
		12. Meet regularly with the Orientation Coordinator, USC Student Programs Officer, Coordinator, Orientation Initiatives, and Community Engagement Coordinator.
		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
		16. Attend Orientation Operations Committee meetings (January 2019-December 2019)
		17. Co-Chair an Orientation Community of Practice (September 2019-April 2020)
4. Qualifications:
	* 1. The Charity Orientation Coordinator must be dutifully enrolled as an undergraduate Student registered at Western University for the 2018/19 & 2019/20 school year.
		2. The Charity Orientation Coordinator will act as project manager for all team initiatives. Strong organizational skills are paramount.
		3. The Charity Orientation Coordinator should have effective group facilitation and team building skills.
		4. 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.
		5. 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.
		6. The Coordinator should have experience with creating and maintaining budgets, as well as have basic accounting skills.
5. Time commitment:
	* 1. The Charity Orientation Coordinator’s term will begin in November of 2018, upon selection for the position, and end on the last day of the 2019/20 winter term.
		2. During the first section of the term (*November – April*), the Charity Orientation Coordinator will be required to work approximately 10 hours per 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 – August*), the Coordinator will be expected to work 35 hours per week, as part of an extended 4-month contract. The Coordinator will maintain a fixed office work week in London. Evening and weekend work will also be required. Typical responsibilities include:
			1. Coordinate Orientation Week events and team building activities
			2. Coordinate their Team Retreat weekend in June
			3. Liaise with Soph Teams to organize time-raising initiatives
			4. Organize community engaged learning opportunities with various community organizations for Orientation Serves and O-Month time-raisers
			5. Facilitate regular Leadership Team meetings, in person or online, with PAs.
			6. Design and train Sophs on various reflection activities for Orientation Serves
			7. Create individual and group assessment measures for Students whom participate in Orientation Serves
			8. Meet with and recruit community organizations to participate in Orientation Serves
		4. The Charity Orientation Coordinator will be required to be present during Orientation Week.
		5. During the last section of the term (*September – December*), the Charity Orientation Coordinator will be required to work approximately 10 hours per 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. Typical responsibilities include:
			1. Promote and facilitate signups for Orientation Month time-raisers.
			2. Develop a communications plan to share Orientation Month updates with campus partners and participating community organizations.
			3. Develop a comprehensive report based on the findings from the Post-Orientation Week Survey, and various Orientation Serves assessment measures, regarding Orientation Serves’ impact on new Students’ transition to Western and the city of London.
			4. Organize an event to appreciate Sophs and Students whom participated in Orientation Serves and Orientation Month time-raisers, and to announce Western’s collective contribution of time donated to the community.
			5. Reconcile all budgets and outstanding accounts for Orientation Week and Orientation Month initiatives
6. RENUMERATION

The rate of pay for the contract will be $14.00/hour.

The Charity Orientation Coordinator will be required to submit a detailed final report to the Operations Committee at the end of their term.

1. Training/support:
	* 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:
			1. Several training sessions prior to the end of the academic year,
			2. Spring Soph Orientation in March,
			3. Leadership Team Retreat weekend in May
			4. Soph Retreat weekend in June
			5. September Head Soph Training
			6. September Soph Training
2. 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.
3. 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.
4. Supervision:
	* 1. The Charity Orientation Coordinator will report directly to the Community Engagement Coordinator (Student Success Centre) and the Student Programs Officer (University Students’ Council).
		2. The Charity Orientation Coordinator will take direction from the Co-Chairs of the Orientation Operations Committee.