

## Western Serves Student Coordinator

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### Position Description:

The Western Serves Student Coordinator will work closely with the Co-Curricular Experiential Learning Coordinator to complete administrative tasks, facilitate and guide the planning of large activities included in the Western Serves portfolio, such as Western Serves Day of Service, and take the lead on overseeing and ensuring smooth day-to-day operations of Western Serves Network (WSN), coordinate the training of Western Serves Team Leaders, and act as a resource to them.

### What will you gain from this role?

- facilitation skills for leadership meetings
- experience planning and executing training for a team of approximately 25-30 WS Team Leaders
- assessing the needs and providing resources and ongoing support for the WS Team Leaders
- being part of a fun team who meet socially
- ongoing professional development
- a more in-depth understanding of Student Services at Western
- a Letter of Reference from the Co-Curricular Experiential Learning Coordinator
- recognition through Western's Co-Curricular Record

### What do we ask from you?

- Act as a liaison between Western Serves Team Leaders and the Coordinator
- Coordinate meetings with WS Leadership Team to support programs and initiatives
- Create and deliver training to WS Team Leaders at the start of the year and throughout
- Administrative duties including answering e-mail and telephone inquiries
- Assess needs and provide resources and support for WS Team Leaders
- Communicate regularly with WS Team Leaders
- Develop and manage an online tracking system for all projects and initiatives, to be used by the WS Team Leaders
- Facilitate on-going program assessment of the WSN
- Communicate with Student Coordinators from other programs (LAMP, SOCS, Residence Life...) to assist with their implementation of CE events and/or integration with the Western Serves Network.
- Participate in twice-yearly program and performance evaluations
- Participate in the selection process for WS Leaders
- Develop and implement, in collaboration with the Coordinator, a marketing and communications plan for WS, clearly identifying the main messages that are to be sent to stakeholders
- Other duties as assigned (i.e. regular newsletter)

### What kind of candidate are we looking for?

- Enthusiastic and involved member of the Western community
- Able to work as part of a team
- Excellent communication skills
- Interest in helping others and in developing leadership skills
- Western undergraduate or graduate student, main campus only
- Experience in Community Engaged Learning at Western (ASB participant, Western Serves participant, Residence Life Service Learning, LAMP Service Learning, etc.) is preferred
- Ability to act in a mentorship role with other student leaders
- Demonstrated leadership skills

### Hours:

Vary, depending on the time of year and the needs of the mentoring team; over the academic year (May 1 - April 30), hours will average out approximately 10 hours per week.

### Pay:

The rate of pay for 2017-18 is \$11.40 per hour.