

Position Title: *Western Serves Student Coordinator*

Position Summary:

The Western Serves Network aims to connect Western students with volunteering opportunities in the larger London community. The Student Coordinator works closely with the Community Engagement Coordinator to complete administrative tasks, facilitate and guide the planning of large community-based activities, oversee day-to-day operations of Western Serves Network (WSN), and coordinate the training of Western Serves Team Leaders, as well as provide leadership and troubleshooting support to this group throughout the academic year.

What will you gain from this role?

- Facilitation skills for leading effective meetings
- Mentorship skills to provide support to a team of approximately 25-30 Western Serves Team Leaders
- Project planning skills to oversee various community-based activities and projects
- Relationship building and networking skills that help to connect students with community organizations
- Ongoing professional development
- A more in-depth understanding of Student Services at Western
- A Letter of Reference from the Co-Curricular Experiential Learning Coordinator

Key Responsibilities:

- Act as a liaison between Western Serves Team Leaders and the Community Engagement Coordinator
- Coordinate meetings with Western Serves Team Leaders to support programs and initiatives
- Develop and deliver training to Western Serves Team Leaders
- Administrative duties including answering e-mail and telephone inquiries, as well as updating website information
- Communicate regularly with Western Serves Team Leaders
- Manage all Western Serves Network projects and activities in CareerCentral
- Facilitate on-going program assessment of Western Serves Network
- Communicate with Student Coordinators from other programs (LAMP, SOCS, Residence Life, etc.) to assist with their implementation of community engagement events and/or integration with Western Serves Network.
- Assist with selection process for Western Serves Team Leaders
- Develop and implement, in collaboration with the Coordinator, a marketing and communications plan for Western Serves Network
- Other duties as assigned

What kind of Candidate are we looking for?

- Strong organization and communication skills
- Event planning and leadership experience

Position Requirements:

- Current main campus Western student, returning to school in the Fall
- Experience in Community Engaged Learning at Western (ASB participant, Orientation Serves participant, CEL course participant, etc.) is preferred

Position Specifics:

Term Length:

One academic year, May 6 - April 27, 2020

Time Commitment:

Vary, depending on the time of year and project cycles

During the academic year, hours will average to 10 hours per week

Compensation:

The rate is \$14.00 per hour

Reports to:

Community Engagement Coordinator

Application Method:

Login to [CareerCentral](#), and navigate to the [Campus Student Leader posting boards](#) to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the [Working at Western](#) website).