

JOB OPPORTUNITY

Lead Student Coordinator

The Lead Student Coordinator will act as the assistant to the Student Development Specialist –Volunteer Leadership in the Student Success & Leadership Centre. The incumbent will be required to assist with the co-ordination of all aspects of the Lead Volunteer program. This position would provide the successful candidate with the opportunity to enhance many skills including: leadership, volunteer management, training, time management, critical thinking, public speaking, interpersonal and team work.

- Primary responsibility:
 - Coordination of Lead volunteers throughout various orientation events (ie: Head Start, Winter Orientation)
 - Assist with various tasks pertaining to Head Start Orientation
 - Assist with various tasks pertaining to UWindsor Welcome Week
 - Monitor volunteer hours in the Better Impact Database
 - Be a student ambassador and mentor to all incoming undergraduate students throughout Head Start and UWindsor Welcome Week Orientation
 - Participate in ongoing student leadership development
 - Maintain the assigned email account of lead@uwindsor.ca
- Duties include the planning and implementation of:
 - Volunteer recruitment and training (ie: General training, Volunteer Selection Board, General Selection Workshop, Lead and Executive training)
 - Volunteer motivation, engagement and recognition
 - Generate and execute master volunteer plan for Winter orientation
 - Development of leadership and development activities for volunteers
 - Monitoring volunteer involvement and training in all Lead initiatives
 - Organize meetings and oversee Lead Executive Members
 - Assist with the development and orchestration of Lead Recruitment
 - Other duties as assigned
- Assist with the planning and implementation of the Head Start Program:
 - Generate a master volunteer staffing plan
 - Assist in the development and delivery of Head Start Training Conference, Simulation Day and alternate training dates
 - Emcee at Head Start Training Conference
 - Develop and facilitate Community Building Training for Lead Volunteers
 - Develop and facilitate Community Building Socials for all incoming, undergraduate students
 - Develop and facilitate Community Building curriculum and connections between Lead Volunteers and all incoming, undergraduate students
 - Develop and facilitate an overall assessment of the Community Building program
 - Participate in extensive rehearsal and practice of Head Start presentations
 - Participate in extensive campus partner and resource training
 - Deliver presentations to large groups of students and parents/families
 - Provide extensive campus tours to large groups to students and parents/families
 - Organize and orchestrate a Head Stop Party for volunteers and student staff
 - Assist with event set up and take down and event check in

- Assemble clip boards for student staff with the proper up to date handouts
 - Assemble student staff and professional staff lanyards with appropriate contact information
 - Act as the emcee for the morning portion of Head Start
 - Orchestrate an end of day recognition program for event volunteers
 - Staff Head Start Event Days and troubleshoot program and volunteer concerns as they arise
 - Other duties as assigned
- Assist with the planning and implementation of the UWindsor Welcome Week Program:
 - Provide mentorship and guidance to other members of the student staff team
 - 1 smaller – medium scale event (ie: the Involvement Fair)
 - Staff UWindsor Welcome Week Events and troubleshoot as necessary
 - Serve on the UWindsor Welcome Week Planning Committee
 - Other duties as assigned

Summer Important Dates:

- Campus Partner & Presentation/Tour Related Training, Promo Materials, Head Start Practice Days, Head Start Performance Days: All weekdays of May 2021 and many dates in June 2021
- Community Building Training: Friday, June 18th, 2021 (tentative)
- Alternate Community Building Training Date: Saturday, June 19th, 2021 (tentative)
- Community Building Socials: Friday, June 18th & Friday, July 9th, 2021
- Head Start Simulation: Tuesday, July 6th, 2021 (tentative)
- Head Start: Saturday, July 17th & Thursday, August 12th, 2021
- Summer Society Show Down Socials: Saturday, June 19th & Saturday, August 21st, 2021
- UWindsor Welcome Week Alternate Training: Saturday, August 28th, 2021
- UWindsor Welcome Week Training: Friday, September 3rd, 2021
- UWindsor Welcome Week: Sunday, September 5th, - Friday, September 10th, 2021
- Volunteer Appreciation Party: Early September

Fall/Winter Dates:

- Winter Orientation: Wednesday, January 5, 2022 (subject to change)
- Volunteer Selection Board Training: Thursday, March 3rd, 2022 or Friday, March 4th, 2022 (subject to change)
- Group Selection Workshops: March 8, 9, 10, 14, 15, 2022 (times vary, subject to change)
- General Training: Wednesday, March 30th, 2022 & Thursday, March 31st, 2022 (subject to change)

Number of Positions Available:

- 1

QUALIFICATIONS:

This position is best suited for an individual with strong communication skills and strong organizational skills. Previous experience volunteering at Head Start and Lead initiatives is mandatory; involvement in UWindsor Welcome Week is preferred as is involvement in an on campus club. The coordinator must be able to work independently, as well as feel comfortable interacting with a variety of people. This role requires that the individual be able to present to large groups in a professional and comfortable manner. Previous event planning is an asset. Meeting deadlines, prioritizing tasks, maintaining a high level of commitment to projects over the course of many months, and a strong degree of professionalism will be required. An ideal candidate will possess a comprehensive working knowledge about campus services available to students. Experience with Microsoft Office applications is an asset. Previous leadership experiences and demonstrated ability to manage volunteers will be considered an asset. In order to qualify the candidate must be a University of Windsor student **in their undergraduate studies, not graduating in June 2021. Attendance at all dates stated above is required.** Preference will be given to candidates who have two remaining years in their program.

TERMS OF EMPLOYMENT:

Start Date 1st Contract: April 30th, 2021 to September 17th, 2021

Contract extension dependent on summer performance

Start Date 2nd Contract: September 20th, 2021- April 30th, 2022

*contract renewal for 2021 to 2022 dependent on overall performance

Hours during the summer: 18 -35 hours per week

April 30th – May 28th, 2021: 18 hours per week

May 31st – July 2nd, 2021: 24 hours per week

July 5th – September 10th, 2021: 35 hours per week

September 13th – 17th, 2021: 3 hours

Hours during Fall & Winter semesters: 11 hours per week

****These dates and hours are subject to change. Please note: students are only able to work full time hours provided that they are not registered in summer courses.**

Hourly Wage: \$14.25/hour

Those selected for an interview will be required to provide a 10 minute presentation about the following topic:

What skills and traits make the most effective leader? Give an example of a famous leader whom you believe has made a positive impact in the community or the world and explain how they have done this. How would you apply this knowledge to students transitioning to campus culture?

Please submit your resume and cover letter to the attention of Cindy Crump, Director, Student Success & Leadership Centre

Only applications submitted through mySuccess will be accepted. Visit: <https://success.uwindsor.ca>

Application Deadline: Monday, March 15th, 2021