



University
of Windsor

Student Success & Leadership Centre

401 Sunset Avenue, Windsor

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JOB OPPORTUNITY

UWindsor Welcome Week Volunteer Coordinator

The UWindsor Welcome Week Volunteer Coordinator will act as the assistant to the Student Development Specialist and the Lead Student Coordinator in the Student Success and Leadership Centre. The incumbent will be required to assist with the co-ordination of event and spirit volunteers of UWindsor Welcome Week. 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 working as part of a collaborative team.

- Primary responsibility:
 - Recruit, train and coordinate event and spirit volunteers for UWindsor Welcome Week events
 - Maintain the assigned email account of wwvolunteer@uwindsor.ca
- Assist with planning and implementation of the Head Start Program including:
 - Deliver presentations to large groups of students and parents/families
 - Assist the Orientation Coordinator with the organization and preparation details of Head Start Simulation, Training Conference and alternate trainings
 - Update Presentations as needed
 - Act as the emcee for the morning portion of Head Start
 - Update and assist in the building of the Guidebook App
 - Provide extensive campus tours to large groups
 - Assist with event set up and take down
 - Staff Head Start Event Days and troubleshoot program concerns as they arise
 - Other duties as assigned
- Assist with planning and implementation of UWindsor Welcome Week including:
 - Recruit event and spirit volunteers as needed for UWindsor Welcome Week using various social media platforms as well as the Lead Blackboard announcements
 - Plan and facilitate event and spirit volunteer training sessions in collaboration with the Orientation Coordinator
 - Maintain continuous communication with all event and spirit volunteers over the summer through newsletters and social media engagement
 - Compile and communicate an event and spirit volunteer staffing schedule for UWindsor Welcome Week Events
 - Collaborate with the Marketing Coordinator and Orientation Coordinator in organizing a promotional video with Public Affairs
 - Assist in the recruitment and selection of emcees for UWindsor Welcome Week
 - Design t-shirts in collaboration with the Orientation Coordinator for event and spirit volunteers, faculty leaders and participating students
 - Develop and implement an event and spirit volunteer incentive system
 - Provide assistance to event and spirit volunteers during UWindsor Welcome Week
 - Promotion to new students including the use of websites and social media

- Develop emcee scripts for each UWindsor Welcome Week Event in collaboration with the Sponsorship Coordinator and the Orientation Coordinator
- Recruit and train emcees for UWindsor Welcome Week in collaboration with the Sponsorship Coordinator and Orientation Coordinator
- Plan a Volunteer Appreciation Event in collaboration with the Orientation Coordinator to be held in September for the benefit of all volunteers and faculty leaders involved
- Serve as a member of the WWW Planning Committee
- Staff events UWindsor Welcome Week Events and troubleshoot as necessary
- Other duties as assigned

Important Dates:

- Leadership Training: April 15 & 20, 2018
- Faculty Leader Event: April 21, 2018
- Campus Partner Training: April 23 – 27, 2018
- Tour Training: May 1 & 3, 2018
- Head Start Practice Days: May 4, 11, 18, 25, 26, 2018
- Head Start Training Conference: May 25, 2018
- Head Start Performance Days: June 1, 8, 2018
- Leadership Retreat: June 1, 2, 3, 2018
- Head Start Simulation: Monday, June 11, 2018
- Head Start: June 15, 16, July 13, 15, 27, 28, Aug 3, 4, 2018
- UWindsor Welcome Week Training: Friday, August 31st, 2018
- UWindsor Welcome Week: September 2nd – 7th, 2018

Number of Positions Available:

- 1

QUALIFICATIONS:

This position is best suited for an individual **in their undergraduate studies**, with strong communication skills and strong organizational skills. Previous experience volunteering at Head Start is preferred, as is experience on the Lead Advisory Board. 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, 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 and Qualtrics 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. **Attendance at all dates stated above is required.**

TERMS OF EMPLOYMENT:

Start Date: April 3rd, 2018 to September 15th, 2018

Hours: April 3rd, - April 19th, 2018: 10 hours per week

April 20th – September 15th: On average 24-30 hours per week

****These dates and hours are subject to change**

Hourly Wage: \$14/hour

Those selected for an interview will be required to provide a 10 minute presentation on the

following topic:

What motivates a students to volunteer for a UWindsor Welcome Week position? What strategies and plans would you use over the course of a summer to build team cohesion and connections between volunteers that live out of town?

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

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

Application Deadline: Friday, March 16th, 2018