

JOB OPPORTUNITY

UWindsor Welcome Week Volunteer Coordinator

The UWindsor Welcome Week Volunteer Coordinator will act as the assistant to the Student Development Specialist in the Student Success and Leadership Centre. The incumbent will be required to assist with the co-ordination of event volunteers of UWindsor Welcome Week as well as develop a training and engagement plan in collaboration with the Orientation Coordinator for the benefits of all volunteers involved with 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 team work.

- **Primary responsibility:**
 - Recruit, train and coordinate event volunteers for UWindsor Welcome Week events
 - Be a student ambassador and mentor for all incoming, undergraduate students throughout Head Start and UWindsor Welcome Week Orientation
 - Participate in ongoing student leadership development
 - Maintain the assigned email account of wwwvolunteer@uwindsor.ca
- **Assist with planning and implementation of the Head Start Program including:**
 - 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
 - Assist with the preparation details of Head Start Simulation, Training Conference and alternate trainings
 - Organize registration contest for Welcome Week, to be marketed at Head Start in UWin 101 Presentation
 - Act as the emcee for the morning portion of Head Start
 - Provide extensive campus tours to large groups of students and parents/families
 - Assist with event set up and take down and check in
 - 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 volunteers as needed for UWindsor Welcome Week using various social media platforms as well as the Lead Blackboard announcements
 - Plan and facilitate the Summer Society Show Down Challenges and Community Building Program to the Faculty Leaders and incoming undergraduate students in collaboration with the Orientation Coordinator
 - Plan and facilitate event volunteer training sessions in collaboration with the Orientation Coordinator
 - Maintain continuous communication with all event volunteers over the summer through social media engagement
 - Compile and communicate an event volunteer staffing schedule for UWindsor Welcome Week Events

- Assist in the recruitment and selection of emcees for UWindsor Welcome Week
- Design t-shirts in collaboration with the Orientation Coordinator for event volunteers, faculty leaders and participating students
- Develop and implement an event volunteer incentive system in collaboration with the Orientation Coordinator
- Coordinate the UWSA Check In Tent for each night of UWindsor Welcome Week (ie: bookings, collect availability, scheduling, supplies, etc)
- Provide assistance to event volunteers during UWindsor Welcome Week
- Develop emcee scripts for each UWindsor Welcome Week Event in collaboration with the Sponsorship Coordinator and the Orientation Coordinator
- Plan a Volunteer Appreciation Event in collaboration with the Transition Events Coordinator and Orientation Coordinator to be held in September for the benefit of all volunteers and faculty leaders involved
- Serve as a member of the UWindsor Welcome Week Planning Committee
- Staff UWindsor Welcome Week Events and troubleshoot as necessary
- Other duties as assigned

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
- Alternate Community Building Training Date: Saturday, June 19th, 2021 (tentative)
- Community Building Socials: Friday, July 9th & Friday, August 20th, 2021
- Head Start Simulation: Tuesday, July 6th, 2021 (tentative)
- Head Start: Saturday, July 17th & Thursday, August 12th, 2021
- Summer Society Showdown 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

Number of Positions Available:

- 1

QUALIFICATIONS:

This position is best suited for an individual with strong communication skills (especially through email and social media) and strong organizational skills. Previous experience volunteering at Head Start is preferred, as is experience with UWindsor Welcome Week. 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 as is participation in an on campus club. 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 be outgoing and approachable as well as 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/mentor 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.**

TERMS OF EMPLOYMENT:

Start Date: April 30th, 2021 to September 17th, 2021

Hours: 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

****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 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 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