



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 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
 - Organize registration contest for Welcome Week, to be marketed at Head Start in UWin 101 Presentation
 - 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 Brightspace announcements
 - Plan and facilitate the Summer Society Show Down Challenges 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
 - 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 2024 and many dates in June 2024
- Head Start Training Conference: Friday, June 14, 2024
- Head Start Simulation: Saturday, June 15, 2024
- Head Start Dates
 - Friday, July 12th, 2024
 - Friday, July 19th, 2024
 - Saturday, July 20th, 2024
 - Friday, July 26th, 2024
 - Saturday, August 10th, 2024
 - Wednesday, August 14th, 2024 (evening)
- Summer Society Showdown Socials: Saturday, June 22th, 2024 & Saturday, August 17th, 2024
- UWindsor Welcome Week Training: Friday, August 30th, 2024
- UWindsor Welcome Week: Sunday, September 1st - Friday, September 6th, 2024

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 and feel comfortable interacting with various 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 many months, and a strong degree of professionalism will be required. An ideal candidate will be outgoing, approachable and have full 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 undergraduate studies, not graduating in June 2024.**

TERMS OF EMPLOYMENT:

Start Date: May 6th, 2024 to September 13th, 2024
 Hours: May 6th – May 31st, 2024: 18 hours per week
 June 3rd – June 28th, 2024: 24 hours per week

July 2nd – September 4th, 2024: 35 hours per week

September 9th – 13th, 2024: 10 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: \$16.55/hour

Those selected for an interview will be required to provide a 10 minute presentation. The topic will be emailed to them when confirming their interview.

Please submit your resume and cover letter to the attention of Ola Adeboboye, Director, Student Success and Leadership Centre

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

Application Deadline: Wednesday, March 13th, 2024.