VOLUNTEERS IN PROGRESS (VIP) JOB DESCRIPTION
STUDENT DEVELOPMENT CENTRE, WESTERN UNIVERSITY

POSITION: ENGLISH CONVERSATION PROGRAM ASSISTANT
(2 positions for Fall/Winter)

AREA: International and Exchange Student Centre

TIME COMMITMENT: Approximately 2-4 hrs/wk (although hours may vary or be more concentrated in September, early October and January)

OBJECTIVE: To assist in the organization of ECP’s: leader resources, training materials, database and assign groups.

DUTIES AND RESPONSIBILITIES:
1. Review and comment on Leader logs via Podio web forum.
2. Update and maintain English Conversation Leader’s resource materials.
3. Assist in some training sessions for new English Conversation Leaders.
4. Input and organize data related to the English Conversation Program.
5. Attend and help with the program potluck once per term.
6. Email ECP participants and Leaders on behalf of the Program.
7. Assist Program Coordinator with various tasks related to the English Conversation Program.
8. Complete all four mandatory HR online training courses.

QUALIFICATIONS:
1. Must have volunteered as an English Conversation Leader previously
2. Responsible and mature with highly developed communication skills.
3. Shows great attention to detail.
4. Cross-cultural background or experience.
5. Cultural sensitivity.
6. Creativity, resourcefulness, sensitivity and patience.

BENEFITS:
- Gain the experience of working with resource materials.
- Organizational experience in sorting and implementing data.
- The feeling of contributing to the success of ECP.
- Gain experience with taking direction from and communicating with a supervisor.
- Personal satisfaction and growth.
- Receive feedback via a midterm performance review.
- Upon successful completion of the term, may request a letter of recommendation.

TRAINING:
- General Orientation to SDC and the VIP Program. (Required)
- Human Resources online Training Modules (Four in total). (Required)
- Orientation to the duties of the position. (Required)
- Specific training as arranged by Supervisor.

RESPONSIBLE TO: Ashley Kewayosh Samuel, Internationalization Programming Coordinator