VOLUNTEERS IN PROGRESS (VIP) JOB DESCRIPTION
Student Development Centre (SDC), Western University

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

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 with the coordination of the ECP.

DUTIES AND RESPONSIBILITIES:

1. Review and comment on Leader logs via OWL.
2. Update and maintain English Conversation Leader’s resource materials (online and on paper).
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.

VIP PROGRAM REQUIREMENTS (FOR ALL VIP POSITIONS):

- Attend VIPs’ General Orientation, Term-end Meeting and Year-end Recognition Event.
- Complete four mandatory Human Resources (HR) training modules: WHMIS, Health and Safety, Safe Campus, AODA.
- Submit a Midterm Feedback Form each term and a year-end program evaluation form to the VIP Program.

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.

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