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

POSITION: SPOUSAL PROGRAMMING ASSISTANT FACILITATOR
(2 Summer/Fall/Winter positions)

AREA: International and Exchange Student Centre

TIME COMMITMENT: 2-3 hours/week; must be available every Friday from 1:30-2:30 p.m.

OBJECTIVE: To assist IESC supervisors in planning, organizing and facilitating Tea & Information Sessions for Spouses and Partners of International Students.

DUTIES AND RESPONSIBILITIES:

1. Assist with planning, organizing, and facilitating bi-weekly Tea & Information sessions by helping IESC supervisors with room set up before the sessions and clean up after the session as well as encouraging participation from the spouses and partners.
2. Meet monthly with IESC supervisors to plan activities.
3. Promote the Tea & Information sessions to spouses and partners by maintaining weekly communication with participants through emails and encouraging their participation.
4. Assist with administrative tasks (e.g. data entry, summary of topics discussed at the events); conduct research on activities in the community that could be of interest to the participants.

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. Interpersonal skills. Must be people-oriented.
2. Must demonstrate initiative, responsibility and enthusiasm.
3. Must be reliable and dependable.
4. Good time management skills.
5. Ability to work well as a member of a team.
**BENEFITS:**

- Develop and enhance skills in event planning and communication.
- Increase knowledge of International and Exchange Student Centre and Canadian culture.
- Receive feedback via a midterm performance review.

**TRAINING:**

- General Orientation to SDC and the VIP Program. (Required)
- Health and Safety Training by Human Resources. (Required)
- Orientation to the International Student Services.
- Specific training as needed.

**RESPONSIBLE TO:** IESC Program Coordinator