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

POSITION: WELCOME TEAM VOLUNTEER
(25 Fall/Winter positions; 3 weeks in the Fall 2017 and 2 weeks in January 2018)

AREA: Western International - International and Exchange Student Centre and International Learning

TIME COMMITMENT: 6 hours per week on average; 3 x 2 hour shifts per week

OBJECTIVE: To welcome and assist new international and exchange students to Western from August 28 – September 15; January 2 – January 12 during office hours (8:30 a.m. – 4:30 p.m.)

DUTIES AND RESPONSIBILITIES:

1. Assist in staffing the Welcome Centre and the International and Exchange Student Centre.
2. Welcome and greet new international (undergraduate and graduate) and exchange students.
3. Distribute International Student Welcome Packages and assist new students by providing them with information regarding settlement issues (banking, transportation, housing, etc.).
4. Assist with the International Orientation Day on Monday, September 4, 2017, and with other activities organized by the IESC during those weeks, as needed.
5. Assist with the International Exchange Student Orientation Day (date TBA).
6. Assist with sign up and ticket sales for trips in September and January.
7. Assist with registration for the English Conversation Program in September and January.
8. Work closely with other Western International staff and volunteers (i.e. Peer Guides, English Conversation Leaders, REPS).
10. Attend meetings with supervisors and other Welcome Team members.

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. Strong communication and interpersonal skills.
2. Must be available to attend training as well as during the three weeks in August/September and two weeks in January.
4. Familiarity with programs and services offered by Western International as well as the campus community and available resources.
5. Interest in helping to enhance services offered to the international student community, and possesses an awareness of the needs and interests of international students.
6. Ability to demonstrate initiative and dependability.
7. Interest in enhancing public relations and public speaking skills.
8. Active involvement with the international student community would be beneficial.
9. Excellent team player and strong ability to work well independently.
10. Strong time management skills.
11. Initiative, enthusiasm and dependability.
12. Experience helping or studying in a foreign culture and fluency in other languages would be an asset, but not required.

BENEFITS:

- Enhance communication, interpersonal, intercultural, leadership, and organizational skills.
- Involvement in internationalization activities at Western.
- Personal enrichment through interaction with people from diverse cultures.
- Receive feedback via a midterm performance review.

TRAINING:

1. General Orientation to SDC, Western International, and the VIP Program. (Required)
2. Health and Safety Training by Human Resources. (Required)
3. Orientation to International Learning and IESC. (Required – see date above)
4. Specific training as arranged by supervisor.

RESPONSIBLE TO: IESC Programs Coordinator, International Learning Coordinators, and Assistant Coordinator.