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

POSITION: TEAM LEADER – COORDINATION
(1 Fall/Winter position)

AREA: International Learning

TIME COMMITMENT: 3-4 hrs/wk: hours per week may vary depending on projects.

OBJECTIVE: Administration of the “Returning Exchange Peers” program

DUTIES AND RESPONSIBILITIES:

1. Coordinate volunteers for International Learning events, such as information sessions, pre-departure sessions, orientation, and fairs.
2. Monitor and track hours completed by all REPs (Returning Exchange Peers).
3. Maintain regular communication with volunteers by e-mail and monthly meetings regarding marketing events and other administrative matters.
4. Attend all on-campus information fairs (3-4/year).
5. Create a certificate for each REP in early April.

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. Returning exchange student with strong interest in gaining experience in leadership and program coordination.
2. Strong organizational, interpersonal, and time-management skills.
3. Self-motivated and able to work with minimal supervision.
4. Ability to work co-operatively.
5. Available to start in late August.

BENEFITS:

- Develop and enhance skills in leadership and program coordination.
- Gain exposure to and awareness of international perspectives and opportunities.
- Attain personal satisfaction and growth from being involved in a helping capacity.
- 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)
- In-depth orientation to all aspects of International Learning.

RESPONSIBLE TO: International Learning Coordinators