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

**POSITION:**  
TEAM LEADER – ENGAGEMENT  
(1 Summer position)

**AREA:**  
International Learning

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

**OBJECTIVE:**  
Administration of the IEP’s Engagement Program. The Engagement Program aims to connect prospective outbound students, returning exchange students (REP’s), and incoming exchange students to Western. The goal of this program is to engage these three groups as to help the incoming students with the adjustment process and to reduce the number of withdraws from prospective exchange students. Provide a venue for the incoming and outbound exchange students to meet each other (either virtually or in person), and facilitate the exchange of information between the three groups.

**DUTIES AND RESPONSIBILITIES:**

1. Organize the REP volunteers who would like to participate in the engagement program.
2. Create groups by country in our FaceBook account for outbound exchange students, REP’s and Incoming exchange students. Monitor our FaceBook account.
3. Provide guidance to the REP’s in regards to the communication to incoming and outbound exchange students
4. Participate and help with the coordination of the social events for these 3 groups (3 in the year)

**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. Knowledge in social media.
6. Strong communication skills.
7. Tactfulness and diplomacy.
8. Available to start May 1st.

BENEFITS:

- Receive feedback via a midterm performance review
- Develop and enhance skills in leadership and program coordination
- Attain personal satisfaction and growth from being involved in a helping capacity.
- Enhance communication skills and develop intercultural competencies
- 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