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

POSITION: VIP STUDENT COORDINATOR
(3 Summer/Fall/Winter positions)

AREA: Volunteers In Progress (VIP) Program

TIME COMMITMENT: 2-4 hrs/wk: hours per week may vary depending on projects/events and needs expressed by students. (also available on an on-call basis)

OBJECTIVE: To assist the VIP Program Coordinator with the management of the VIP Program and the organization of social, community, and professional events.

DUTIES AND RESPONSIBILITIES:

1. Assist in planning, organizing, promoting, and facilitating VIP events. Student Coordinators must be present at all VIP Events (General Orientation, social events, team potluck, community volunteering outings, Annual Recognition Banquet, and others if necessary).
2. Assist in the production of the Fall and Winter VIP Newsletters:
   a) Contribute article(s) for the Newsletter in a timely manner.
   b) Solicit interviews (supervisors and volunteers) for newsletter articles.
   c) Assist in the design, layout, and graphics of the newsletters.
3. In the winter term, assist with the recruitment of new volunteers by:
   a) Assisting with the design, implementation, and distribution of promotional material (e.g. posters, brochures)
   b) Screening applications
4. Take part in other program tasks such as staffing SDC/VIP booths during promotional events and March Break Open House.
5. Post updates & reminders about VIP events and happenings on the VIP social media pages.
6. Attend weekly team meetings with the VIP Program Coordinator.
7. Attend one office hour per week; help with administrative tasks as required.

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 interest in gaining experience in management, program coordination, event planning & coordination, human resources, public relations and administration.
2. Strong communication and interpersonal skills.
3. Demonstrates initiative, responsibility and enthusiasm.
4. Must be reliable and dependable.
5. Good time management skills.
6. Ability to work well under minimal supervision and as a member of a team.
7. Technology proficient in the following:
   a) Microsoft Office (Word, Excel, PowerPoint)
   b) Knowledge with Adobe Creative Suite is an asset. Please indicate on your application of any experience using such graphic design programs (Adobe InDesign, Photoshop, Illustrator).

**BENEFITS:**

- Develop and enhance skills in management, program and event coordination, communication and computers.
- Increase knowledge of Western International and SDC services.
- Personal satisfaction and growth.
- 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)
- Specific training as arranged by Supervisor.

**RESPONSIBLE TO:** Hope Aquino-Chien, VIP Program Coordinator