**POSITION TITLE:** *Summer Activity Coordinator (Writing Support Centre)*

**Position Summary:**
Western’s Writing Support Centre supports all members of the Western Community by providing comprehensive services to develop and enhance writing and communication skills.

As a Summer Activity Coordinator, your role is to assist with operating planned evening activities designed to help SAWC (Summer Academic Writing Clinic) participants become familiar with Western’s campus and/or new peers. To welcome participants to Western during morning registration and answer questions they might have.

**What will you gain from this role?**
- Develop and enhance communication, interpersonal, organizational, and leadership skills.
- Gain the experience working in a conference setting.
- Personal satisfaction and growth.
- Receive feedback via a midterm performance review.
- Obtain recognition through Western’s Co-curricular Record.

**KEY RESPONSIBILITIES:**
- Accompany and direct a group of incoming students around campus on a scavenger hunt in order to help them become familiar with campus. In case of rain, the scavenger hunt will be switched to indoor games. Summer Activity Coordinator will assist in setting up and facilitating the game with a group of students. Also, escort students to Cronyn Observatory for our Star-gazing event (volunteers are welcome to join us).
- Carry out ‘Meet and Greet’ with incoming students during morning registration and escort groups of students to first classroom.
- Assist with preparing mail outs to incoming students (early June).
- Ensure students are safe and following activity instructions; answering student questions.
- Promote Western and its services.

**POSITION REQUIREMENTS:**
- Must demonstrate maturity, excellent organizational and communication skills, and be comfortable interacting with and directing groups.
- Must be proficient in English.
- Must be dependable, responsible, and reliable.
- Preference for upper year students who are familiar with Western campus and services.
- Punctuality is essential.

**WESTERN PEER LEADER (WPL) PROGRAM REQUIREMENTS:**
- Complete four mandatory Human Resources training modules: WHMIS, Health & Safety, Safe Campus, and AODA and the Mental Health Interactive Learning Module.
- Submit a Feedback Form each term and a year-end program evaluation to the WPL Program.
POSITION SPECIFICS:

TERM LENGTH:
One summer term, July 1, 2020 – August 31, 2021

TIME COMMITMENT:
- 4-6hrs/wk on July 22 & 23, August 5 & 6, August 12 & 13
- 3hrs training/prep prior to July 22
- 6hrs to prepare mail outs
- Human Resources online training modules:
  - WHMIS (60-90 min)
  - Health & Safety (45-60 min)
  - Safe Campus (30 min)
  - AODA (45-60 min)
- Mental Health Interactive Learning Module (30 min)

REPORTS TO:
Yvonne Fuller, Summer Academic Writing Clinic Programmer.

Application Method:
Login to Western Connect, and navigate to the Western Peer Leader posting boards to find this job posting and instructions on how to apply (ex. Uploading/emailing required application documents or redirecting to the Working at Western website).

Western Values Diversity:
The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact our Administrative Officer at ralary@uwo.ca or phone 519.661.1111 (89081).