

Position Title: *International Events Volunteer Coordinator (Western International)*

Position Summary:

Western International is a dedicated team responsible for international activity and experiences at the University.

As the International Events Volunteer Coordinator, your role would be to assist with event planning and execution, including the recruitment, selection, training and coordinating of volunteers.

What will you gain from this role?

- Receive feedback via a midterm performance review.
- Excellent experience coordinating volunteers for events.
- Develop supervisory and leadership skills.
- Volunteer hours can go toward the international honor.
- Recognition through Western's Co-curricular Record.

Key Responsibilities:

- The Western International Events Volunteer Coordinator will assist with the planning and execution of Western International-led events. Main duties include the following:
 - Coordinating recruitment, selection, and training of volunteers for different positions.
 - Communicating with participating departments and programs to help determine volunteer needs.
 - Assisting with schedule creation and placement of volunteers at events.
 - Revising online feedback forms and gathering feedback from volunteers.
 - Attending regular planning meetings, supporting event planning committees as needed, assisting with record keeping.
 - Providing assistance with event preparation as required.

Position Requirements:

- Strong organizational skills.
- Good written and oral communication skills.
- Enthusiastic and positive demeanor.
- Experience in event planning and student leadership an asset.
- Flexible and adaptable.

WESTERN PEER LEADER (WPL) PROGRAM REQUIREMENTS

- Complete WPL Fundamental Training: WHMIS, Health & Safety, Safe Campus, AODA, Campus Referrals & Resources, Code of Conduct, Ethics, Etiquette & Boundaries, Equity & Inclusion e-Learning Module, Gender-Based Violence Policy e-Learning Module, Indigenous Initiatives Content & Reflection, Return to Campus Module (COVID-19 Response)
- Complete Confidentiality Agreement and Student Contract
- Complete Student Feedback Form (per term)

** Trainings subject to change

Position Specifics:

Term Length:

Fall/Winter Semesters, September 1, 2022 – April 30, 2023

Time Commitment:

- 4 hours per week
- Potentially busier prior to and during key events (such as International Week)

Training:

- Human Resources online training modules:
 - WHMIS (60-90 min)
 - Health & Safety (45-60 min)
 - Safe Campus (30 min)
 - AODA (45-60 min)
- Campus Referrals & Resources
- Code of Conduct, Ethics, Etiquette and Boundaries
- Equity & Inclusion e-Learning Module
- Gender-Based Violence e-Learning Module
- Indigenous Initiatives Content
- Return to Campus Module (COVID-19 Response)

Reports to:

Communications & Event Coordinator, Western International.

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).