



The Central Student Association (CSA) is the undergraduate student union at the University of Guelph. We advocate on behalf of our membership, representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition, we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

CLUBS PROGRAMMING COORDINATOR

The CSA sponsors over 100 clubs through the accreditation process each year. There is a huge variety of clubs, all of which are constantly encouraging new members. CSA Executive, Staff and Clubs organizing events must adhere to the Student Risk Management (SRM) Program, an independent risk management and event insurance program used by Primary Student Organizations (CSA, College Government, & IHC) and three Special Status Groups (SSGs).

The Clubs Programming Coordinator is a primary contact and resource person to CSA Executive, Staff and Clubs relating to the Student Risk Management (SRM) process, and CSA Club Space. Duties including attending SRM meetings, reviewing/approving CSA Club events, organizing and promoting CSA events for CSA Clubs (Clubs General Meeting, Clubs Days etc.) in partnership with the Clubs Administrative Coordinator, working with Clubs to coordinate their room bookings and storage needs.

Term	Summer 2018 - 10 Flex Hours September 2 to December 14, 2018, 15 weeks January 7 to April 19, 2019, 15 weeks Total of 30 Weeks
Hours	10 hours per week, 310 hours total <i>(average hours vary week to week)</i>
Wages	\$4,759 (including vacation pay)
Executive Supervisor	Vice President Student Experience

TRAINING AND TRANSITION:

- Required to attend the full day CSA Transition Training Day for all incoming and outgoing staff members on Saturday, April 7
- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Finances & Operations Commissioner and Policy & Transition Manager covering topics related to conflict resolution, anti-oppression, CSA policy and bylaws, Health and Safety, etc.
- Required to receive SRM training from SRM Coordinator
- Required to receive 5 hours of one-on-one training at minimum wage from the outgoing Clubs Programming Coordinator
- Provide 5 hours of one-on-one training to the incoming Coordinator prior to the end of this contract
- Create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager and Finances & Operations Commissioner prior to the end of your contract
- Required to sit on the Clubs Programming Coordinator hiring committee as the staff member, unless directed otherwise by the Finances & Operations Commissioner

JOB DESCRIPTION:

- Ensure the Clubs Office operates in an inclusive manner
- Attend bi-weekly meetings as organized by the Clubs Administrative Coordinator
- Hold at least six (6) office hours per week each semester
- Maintain a bi-weekly activity log of hours and duties completed to be submitted to your Executive Supervisor, as requested
- Meet with your Executive Supervisor as requested
- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events such as Clubs Days and the accreditation period and fewer hours at other times throughout this contract.

- Prepare an end of year report with the Clubs Administrative Coordinator to the Board of Directors as requested

Summer Duties (10 flex hours)

- To reply to questions and concerns from clubs during lead up to September
- Familiarize yourself with relevant CSA Bylaws and Polices and SRM policies and procedures, especially Appendix G – Clubs Handbook.
- To meet with the SRM Coordinator and be trained and an expert in the SRM process including GryphLife
- Work with the Promotional Services & Graphic Designer and Communications to develop promotional material for CSA club accreditation and general club promotion
- Attend Subs and Clubs during O-Week to connect with CSA Clubs in attendance and inform attendees about Clubs Days (usually Sunday of Labour Day weekend)

CSA Services Tabling During Fall and Winter Bus Pass Distribution

- Ensure the CSA Club service table is staffed during the CSA Services tabling hours of 11 am and 2pm on the first two days of Fall and Winter bus pass distribution (September 6 & 7, 2018 and January 10 & 11, 2019)

Clubs Days (second Thursday and Friday of each semester)

- Coordinate and be present at CSA Club Days at the beginning of September and January with the Clubs Administrative Coordinator
- Work with the Promotional Services & Graphic Designer to create/update a large Club Days map to be used at Clubs Days Sign Up. Compile and prepare master list of Clubs Days table allocations

Clubs General Meeting (first month of each semester):

- Work with the Promotional Services & Graphic Designer to create promo materials for the Clubs General Meeting
- Promote Clubs General Meeting at least one week before the meeting via various avenues (e.g., Club listserv, social media)
- Attend and assist the Clubs Administrative Coordinator with the Clubs General Meeting each semester
- Coordinate SRM training for the CSA Clubs at the General Meeting with the SRM Coordinator
- Coordinate the inclusivity Training for CSA Clubs in the Fall Semester with the Policy & Transition Manager

SRM:

- Act as the primary SRM contact for CSA clubs/ASOs, services and programs
- Sit on the Student Risk Management Committee
- Act as a co-chair for the SRM committee when the SRM Coordinator is unable to
- Assist the SRM Coordinator with providing SRM training to all CSA clubs at the Clubs General Meeting if needed
- Review event submissions from CSA Clubs/ASO, services and programs and to identify event risks
- Act as the primary SRM representative on the SRM committee during the Fall & Winter semesters

Club Resource and Management:

- Support CSA Clubs as a resource for event planning, and outreach initiatives
- Update the bulletin board outside of the CSA or Club office with important information and notices for CSA clubs.
- Work with CSA Clubs to book meeting room spaces for clubs equally
- Work with CSA Clubs to distribute storage space to all clubs
- Work with CSA Clubs who will be utilizing the “Garage” to ensure the space is meeting their Club’s needs
- Provide support as needed or requested to individual clubs

QUALIFICATIONS:

- Strong understanding of and commitment to inclusivity
- Experience with event planning and promotions
- Strong organization and time management skills

- Excellent communication skills
 - Ability to work independently and within a team environment
 - Experience in promote via social media and online avenues
 - Knowledge of the Student Risk Management policy and process is considered an asset
 - Knowledge of CSA Clubs spaces, accreditation, and general operations
 - Conflict resolution/arbitration skills an asset
 - General knowledge of the CSA and how it runs
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Deadline for applications is Friday, February 16, 2018 at 12:00 PM (noon)

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

For a complete copy of the CSA Hiring Policy, visit <https://csaonline.ca/about/bylaws-policies>. The CSA hiring policy is found in Appendix D of the Policy Manual, Section 4.0.

The CSA is a committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.

The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations please contact csamain@uoguelph.ca.