



The Central Student Association (CSA) is the undergraduate student association 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.

SAFEWALK – VOLUNTEER & PUBLIC RELATIONS COORDINATOR

SafeWalk is a volunteer driven program dedicated to providing students, staff, faculty and visitors on campus with a safe and reliable accompaniment to their destinations after dark, and helping to maintain the safety of the University community. Volunteers work one 3.5 hour shift per week, ensuring that the program is operational from 7:30pm to 2:30am.

The SafeWalk Volunteer & Public Relations Coordinator is responsible for the recruitment, and management of volunteers and for handling all program advertisements and promotional materials. They are required to work with the SafeWalk Coordinator to develop volunteer recruitment and retention strategies. Duties include developing the scheduling system, organizing social/appreciation events and the upkeep of the volunteer office. Furthermore, in conjunction with the SafeWalk Coordinator they must ensure the SafeWalk program maintains a presence at on campus resource fairs and tabling events.

Term	Summer 2018 – 15 Flex hours September 4 to November 30, 2018, 13 weeks January 7 to April 5, 2019, 13 weeks Exam Periods – 20 flex hours total
Hours	12.5 hours per week, 360 hours total
Wages	\$5,526 (includes vacation pay)
Immediate Supervisor	SafeWalk Coordinator
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 Policy & Transition Manager covering topics related to conflict resolution, inclusivity, CSA policy and bylaws, Health and Safety, etc.
- Required to receive 5 hours of one-on-one training at minimum wage from the outgoing SafeWalk Volunteer & PR Coordinator
- Required to provide 5 hours of one-on-one training to the incoming Coordinator prior to the end of this contract.
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager prior to the end of your contract
- Required to sit on the SafeWalk Volunteer & Public Relations Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor

JOB DESCRIPTION:

- Ensure SafeWalk is operating in an inclusive manner
- Meet weekly with the SafeWalk Coordinator Maintain a bi-weekly activity log of hours and duties completed to be submitted to your Immediate & Executive Supervisor, as requested
- Meet with your Executive Supervisor as requested
- Maintain approximately ten (10) office hours per week in the UC Office
- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and fewer hours at other times throughout this contract. More specifically, the first two

months of each semester are a bit heavier, focusing primarily on interviewing, training, and scheduling of volunteers, promotional initiatives and training paperwork. November and December are a bit quieter, being filled with volunteer appreciation, promotional initiatives (e.g. cannon paint), tracking shifts, and preparing for the next semester

- Work with the SafeWalk Coordinator to develop a detailed strategic plan for the term and to perform a yearly review of operating procedures
- Assist the SafeWalk Coordinator as necessary with SafeWalk programs and initiatives
- Report all comments and suggestions made in relation to the program and or its members to the SafeWalk Coordinator
- Keep all information concerning personnel and/or security matters given by Campus Police, SafeWalk volunteers and clients strictly confidential at all times

PUBLIC RELATIONS AND PROMOTIONS

- Work with the SafeWalk Coordinator and Promotional Services & Graphic Designer to design any SafeWalk promotional materials and create publicity initiatives (ie. posters, flyers, Cannon painting, newspaper and radio ads, brochures, web pages, display boards, etc.)
- Work with the Coordinator to develop a promotional strategy for Orientation Week volunteer recruitment
- Ensure that SafeWalk is represented at campus resource fairs (ie. RLS Resource Fair, Clubs Days, SVC Fair, Grad Fair) and during Orientation week
- Be available to promote SafeWalk 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)
- Create proposals and presentations about SafeWalk for on-campus organizations and/or student organizations with the Coordinator

VOLUNTEER MANAGEMENT:

- Ensure that nightly shifts are filled, and the service is operational at all times and to act as the **primary** contact person in case of emergency
- Coordinate the volunteer hiring process, including interviews and applications, and make volunteer recommendations to the SafeWalk Coordinator
- Compile, maintain and distribute the volunteer contact list and ensure an easy and efficient communication method between all volunteers and coordinators
- Gather online availability sheets from volunteers and to compile a schedule in a fair and equitable manner and to ensure that there is the appropriate gender representation of walkers on-shift at all times
- Distribute via email and to post the Volunteer Schedule at least two weeks in advance of the first scheduled shift
- Handle any extraordinary circumstances for shift change requests
- Monitor and ensure the volunteer schedule is updated as changes occur
- Update and submit bi-weekly summary reports of volunteer shifts, missed shifts and other stats to the SafeWalk Coordinator
- Maintain the volunteer office and all equipment and supplies (including jackets, umbrellas, drink tickets and log sheets)
- Help ensure that team morale is always as high as possible and to organize team social events and volunteer appreciation events, such as intramural teams, off-campus outings, team dinners, etc.
- Ensure the volunteer reward system (shift counts) is up to date and prizes are available
- Organize at least one social events and volunteer appreciation events a semester
- Assist the SafeWalk Coordinator with the coordination of Volunteer Training and attend all volunteer training sessions
- Develop and implement a variety of volunteer recruitment and retention strategies in collaboration with the Coordinator, including prizes for volunteers
- Prepare SafeWalk check-in locations & sheets
- File, organize and maintain volunteer records in the CSA SafeWalk Office (ie. New volunteer files, destroying old files, etc.)
- Resolve any volunteer conflicts or issues that may arise in a confident and professional manner and if necessary seek assistance from SafeWalk Coordinator or your Executive Supervisor

QUALIFICATIONS:

- Strong understanding of, and commitment to, inclusivity
- Strong leadership skills and the ability to work within a team atmosphere

- Ability to motivate, inspire and give direction to individuals and groups
- Ability to promote SafeWalk and recruit new volunteers
- Experience volunteering with SafeWalk is an asset
- Experience coordinating, recruiting and appreciating volunteers
- Strong organizational and time management skills
- Ability to work independently and with minimal supervision
- An understanding of campus advertising rules & procedures an asset
- Have a general knowledge of the CSA

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 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.