



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 Bullring, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing and promotional services.

CLUBS COORDINATOR – FULL TIME, NEW POSITION

In line with the CSA’s mission to enrich the undergraduate student experience and foster an inclusive community, the CSA Clubs service offers students opportunities to cultivate niche communities through club participation and creation. This not only empowers student leadership but also enhances campus programming. Currently serving over 150 clubs and more than 5000 students, the CSA recognizes the need for dedicated, full-time support for the Clubs Office. Hence, the introduction of the Full-Time Clubs Coordinator role, consolidating the responsibilities of two part-time coordinators while also expanding the office’s scope.

The primary objectives of this new position are twofold. Firstly, to develop innovative processes, in collaboration with the Business Manager, for overseeing clubs collecting student fees ensuring alignment with referendum goals. This includes establishing accountability mechanisms such as reporting, financial statements, and regular check-ins to guide clubs and provide recommendations to the Board. Secondly, to assist the CSA President in managing the Student Events and Initiatives Funding (SEIF) program by facilitating communication between the CSA and clubs, supporting SEIF committee meetings, and ensuring effective application to funds.

As the key point of contact, administrator, and promoter for CSA Clubs and their executives, the Clubs Coordinator is entrusted with various responsibilities. This includes overseeing club accreditation, providing training and support to club executives, organizing and overseeing bi-annual Club Days, facilitating networking events, ensuring event insurance and financial stability, and access to resources like space, funds, and storage. Additionally, as mentioned above, supporting the SEIF funding process and ensuring that clubs collecting referendum fees remain accountable to their designated purposes.

The introduction of the Full-Time Clubs Coordinator position signifies the CSA’s commitment to fostering a vibrant and supportive club community on campus, where students can thrive and contribute to a diverse and inclusive environment.

As a staff member, the Clubs Coordinator must uphold and support the [CSA’s Mandate and Approach](#) and work towards the overall success of the CSA and the Team as we serve our members.

Term	June 3, 2024, to June 27, 2025 Total 56 weeks
Hours	35 hours per week
Annual Salary	\$39,000 (52 weeks)
Benefits	5 paid Personal Emergency Leave Days (PED) Health and Dental Plan Coverage – single/family Paid Parking Pass or CSA provided Guelph Transit Pass Education/Retirement Benefit equal to 3% of salary Personal Benefit Allowance of \$600 10 days’ Vacation during CSA Common Vacation Block (August 6 – 16, 2024 + 1 day flex) Paid time off during End of Fall Semester break (December 16 – January 3, 2025, inclusive)
Executive Supervisor	Vice President Student Experience

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
 - Workplace Health & Safety
 - Anti-Oppression
 - Accessible Service Provision
 - Sexual and Gender Based Violence Awareness
- Required to attend the following in-person training modules:
 - CSA Staff Orientation
 - CSA Positive Workplace: CSA Norms, Conflict Resolution, and HR Support Team
 - Workplace Respect: Workplace Violence & Harassment
- Required to receive comprehensive SE&RM and GryphLife training from SE&RM Coordinator
- Required to receive up to 20 hours of training from the outgoing Clubs Coordinator and Clubs Event Coordinator prior to April 19, 2024

JOB DESCRIPTION:

GENERAL RESPONSIBILITIES:

- Ensure the Clubs Office operates in an inclusive manner
- Work contract hours on-site between the hours of 9:00 am and 4:30 pm, Monday through Friday, and evening meetings for SEIF
- 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
- Maintain a digital time log (stored on the CSA Shared Drive) to be available for review by your supervisor and the Business Manager on a biweekly basis (Friday of a pay week)
- Meet with your Executive Supervisor as requested
- Attend CSA All-staff meetings (approximately 3 meetings per Fall and Winter semester)
- Manage the Clubs budget with the support of the Business Manager

CSA CLUBS ACCREDITATION (Beginning of each semester)

- Coordinate the new club application process, and ensure eligible clubs get Gryphlife pages to begin the accreditation process
- Coordinate the SOP accreditation process for CSA Clubs/ASOs with the SEL Office by planning due dates and organizing required materials
- Seek and develop opportunities for new clubs and club amalgamation, as needed
- Be the point of contact for the Multi-Faith Resource Team to coordinate Religious, Spiritual, Worldview accreditation questions for RSW clubs
- Be the point of contact for the Wellness Education and Promotion Centre to coordinate mental health training for the accreditation of wellness and mental-health based clubs
- Meet with new Clubs to inform them about the accreditation process and GryphLife page
- Review and process the accreditation files ensuring all proper documentation is completed for all clubs
- Ensure all relevant club documents are filed in the appropriate Clubs G:drive folders
- In Excel, compile the final accreditation list and upload to the Clubs G:drive within three weeks of the accreditation deadline
- Notify the CSA Bookkeeper, Business Manager, Office Manager, Promotional Services Coordinator, Events Coordinator, and VP Student Experience when the file is uploaded and available
- Distribute the final accreditation listing to UC Reservations, other building managers, and the Student Leadership Coordinator in Student Experience within three weeks of the deadline

CLUBS GENERAL MEETING (first month of each semester):

- Organize the two Clubs General Meetings (Fall and Winter semester) with support from Vice President Student Experience
- Work with the CSA Promotional Services Coordinator to create promotional 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)
- Coordinate the inclusivity/anti-oppression training at each of the two general meetings with the President and Vice President Student Experience
- Present updated material outlining accreditation and CSA policies related to clubs
- Place food and beverage order in a timely fashion in consultation with the Business Manager
- Coordinate SE&RM training for the CSA Clubs at the General Meeting with the SE&RM Coordinator
- Inform Clubs in attendance about the CSA Clubs General Meeting in Clubs Days

REFERENDUM ACCOUNTABILITY

- Collaborate with the Business Manager to develop a new process for overseeing clubs collecting student fees from referendum questions, addressing the lack of existing accountability measures.
- Document all fee-collecting clubs, including relevant referendum questions and financial standings, to establish a baseline for accountability.
- Implement proactive communication strategies to inform clubs of their responsibilities and expectations as fee-collecting entities through general meetings, emails, and other communication channels.
- Conduct regular check-ins with fee-collecting clubs, comparing their budgets to the referendum questions to ensure alignment and reviewing financial statements to track fund usage. Additionally, compile detailed financial statements from clubs by the end of April and provide summaries to the Business Manager for review before presenting to the Board.

STUDENT EVENTS AND INITIATIVES FUNDING (SEIF):

- Collaborate with the President and SEIF committee to facilitate the funding application and distribution process for student events.
- Attend evening SEIF Committee meetings approximately three times each Fall and Winter semester.
- Assist in developing meeting agendas, provide application summaries, and create meeting minutes.
- Ensure accessibility and usability of virtual application form.
- Process funding applications and respond to student inquiries promptly.
- Follow up with student groups to ensure completeness of applications and final reports.
- Distribute approval/denial letters within designated timeframe.
- Receive and file all application materials and final reports.
- Maintain application summary for Business Office and assist in compiling semesterly reports for Board of Directors.

CLUB RESOURCE AND SUPPORT:

- Familiarize yourself with relevant CSA Bylaws and Policies, especially Appendix G – Clubs Handbook, and Appendix D – CSA Committees (Section 7.0 Student Events and Initiatives Funding Committee)
- Monitor emails and reply in a timely manner to questions and concerns from clubs
- Provide support and act as a resource as needed or requested to individual clubs
- Monitor problems and issues related to CSA clubs and if necessary, report findings or recommendations to the VP Student Experience or Clubs Conduct Tribunal
- Maintain records of club activity including financial information and disciplinary action

- Act as the primary liaison with campus departments and representatives where the interests of the CSA clubs are concerned
- Recommend new policies to the Executive Supervisor to be brought to the Policy & Bylaw Review Committee to ensure that the CSA club system functions smoothly
- Perform a yearly review of operating procedures, including updating and adding to the “Clubs Handbook”
- Manage the CSA Clubs Instagram to promote both the Clubs office and individual CSA Clubs in collaboration with the CSA Promotional Services Coordinator
- Regularly communicate with clubs, and introduce them to deadlines, information, and opportunities using social media, the CSA Clubs Teams Channel and email newsletter
- Organize additional programming and outreach for Clubs to network and connect with each other (e.g. Club Hub)

SPACE MANAGEMENT:

- Work with the clubs using the Garage room to coordinate the hours the Garage is open
- Coordinate and chair a meeting of the Garage and Garage Overflow users once in each the Fall and Winter semesters
- Check on a regular basis to make sure that the Garage Overflow room is not in violation of the University’s fire code
- Manage and book out the lockers and poster storage to CSA Clubs
- Clean any lockers that are out of use to create space for active clubs

CLUBS DAYS

- Be the primary organizer of CSA Club Days held on the third Monday/Tuesday in September and January with the support from Vice President Student Experience
- Confirm with the CSA Events Coordinator that space is booked in the UC Courtyard.
- Confirm 100+ tables are booked with UC Services.
- Considering fire safety and club relations, create a layout of the map allocating tables to over 150 clubs.
- Communicate with clubs about relevant information such as table allocation, sign ups, prep work using the CSA Clubs Listserv and Teams channel.
- Attend Club Days to trouble shoot any issues
- Work with the CSA Promotional Services Coordinator to create promotional materials for Clubs Days using a combination of social media and traditional advertising

REPORTING

- Prepare an overview and service update report for presentation to the Board of Directors as coordinated by the Policy & Transition Coordinator
- Prepare a service report for and participate in the CSA’s General Members Meeting (GMM) held annually in March
- Ensure the Clubs and SEIF sections on the CSA website is regularly updated and kept current by providing timely information to the CSA Promotions office and CSA Office Manager
- Required to comprehensively update the Clubs Operating Manual throughout the term of employment, and electronically submit the updated manual to the Office Manager and the Policy & Transition Coordinator prior to the end of the contract term
- Compile a one-page report of the service usage data collected throughout the year to present to the board

SE&RM:

- Act as the primary SE&RM contact for CSA clubs/ASOs
- Assist the SE&RM Coordinator with providing SE&RM training to all CSA clubs
- Review event submissions from CSA Clubs/ASO, services and programs and to identify event risks
- Act as the primary SE&RM representative for CSA clubs on the SE&RM committee during the Fall & Winter semesters

QUALIFICATIONS:

- Strong organizational abilities, including multitasking, prioritizing deadlines, and maintaining accurate records
- Excellent written and verbal communication skills, with the ability to convey information clearly and professionally
- Effective interpersonal skills for collaborating with club executives, CSA members, and campus departments to foster positive relationships
- Leadership experience providing guidance and support
- Proficiency in Microsoft Office Suite (Excel, PowerPoint, Word) and adaptability to new software
- Creative thinking and problem-solving abilities to develop novel processes
- Financial management skills, including experience with budget management and financial reporting
- Knowledge of event planning principles, including organizing large-scale events and risk management
- Familiarity with social media platforms and online promotion strategies
- General knowledge of CSA policies and procedures, especially regarding club accreditation, space, and funding
- Commitment to promoting inclusivity and diversity within the club community
- Experience with CSA Clubs or similar student organizations is an asset
- Familiarity with the Student Organization Policy process is considered an asset

Deadline for applications is: Wednesday, May 15, 2024, at 4 pm

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 C 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.

New hires who require an Accommodation Plan must request a meeting with either the Business Manager or the Office Manager (CSA HR Support Team) prior to the hire date specified in the employment contract. This meeting will be confidential and specific to the individual's needs.