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 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 Event & Risk Management (SE&RM) Program, an independent risk management and event insurance program used by Primary Student Organizations (CSA, College Governments, & 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 Event & Risk Management (SE&RM) process, and CSA Club Days. Duties include attending SE&RM meetings, reviewing/approving CSA Club events, organizing and promoting CSA Club Days and other events as required.

<table>
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<tr>
<th>Term</th>
<th>Summer 2021 - 15 Flex Hours</th>
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<tr>
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<td>September 7 to December 17, 2021, 15 weeks</td>
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<td></td>
<td>January 10 to April 22, 2022, 15 weeks</td>
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<td>Total of 30 Weeks</td>
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| Hours                  | 5 hours per week, - 165 hours total |
|                       | (average hours vary week to week, especially during peak periods) |

| Wages                  | $2,746 (including vacation pay) |

| Executive Supervisor   | Vice President Student Experience |

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
  - CSA Staff Orientation (1 hr)
  - Workplace Health & Safety (2.5 hrs)
  - Anti-Oppression (1 hr)
  - Workplace Violence & Harassment (1.5)
  - Accessible Service Provision (1 hr)
- Required to receive comprehensive SE&RM and GrphyLife training from SE&RM Coordinator
- Required to receive up to 5 hours of training from the outgoing Club Programming Coordinator before September 2021
- Required to update sections of the Clubs Operating Manual throughout the term of employment, that pertain to this position in consultation with the Club Administrative Coordinator
- May be required to sit on Club Programming Coordinator hiring committee as directed by the VP Student Experience
- Required to provide 5 hours of one-on-one training to the incoming Programming Coordinator before September 2022

JOB DESCRIPTION:

- Ensure the Clubs Office operates in an inclusive manner
- Hold at least three (3) office hours and two (2) administrative hours per week, onsite when circumstances permit
• 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.
• Maintain a digital time log (stored on your G: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
• Organize bi-weekly touch-base meetings with the Clubs Administrative Coordinator
• When requested by the Policy & Transition Manager, together with the Clubs Administrative Coordinator, prepare and present a Clubs Service Report to the Board of Directors and/or submit a written report for inclusion in the CSA Annual General Meeting package

SUMMER DUTIES: 15 FLEX HOURS
• Complete all online training modules (approximately 7 hours total)
• Familiarize yourself with relevant CSA Bylaws and Polices and SE&RM policies and procedures, especially Appendix G – Clubs Handbook.
• Work with the CSA Graphic Designer and Clubs Administrative Coordinator to develop promotional material for CSA club accreditation, Club Days, and general club promotion
• Prepare for Club Days in collaboration with VP Student Experience, and with the assistance of the Club Administrative Coordinator
• Participate in a virtual meeting with the VP Student Experience and Clubs Administrative Coordinator to review operational roles and responsibilities in readiness for Clubs Days and the first General Meeting

CLUBS DAYS (second Thursday and Friday of the Fall and Winter semester)
• Be the primary organizer of CSA Club Days held at the beginning of September and January
• Work with the CSA Graphic Designer to create promotional materials for Clubs Days (e.g. social media, Clubs listserv)

CLUBS GENERAL MEETING (first month of each semester):
• Assist the Clubs Administrative Coordinator with the promotion of the Clubs General Meeting
• Attend and assist the Clubs Administrative Coordinator with the Clubs General Meeting each semester
• Coordinate SE&RM training for the CSA Clubs at the General Meeting with the SE&RM Coordinator

SE&RM:
• Act as the primary SE&RM contact for CSA clubs/ASOs, services and programs
• Attend bi-weekly Student Event & Risk Management Committee meetings
• Act as a co-chair for the SE&RM committee when the SE&RM Coordinator is unable to
• Assist the SE&RM Coordinator with providing SE&RM 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 SE&RM representative for the CSA on the SE&RM committee during the Fall & Winter semesters

CLUB RESOURCE AND MANAGEMENT:
• Support CSA Clubs as a resource for event planning, promotions, and outreach initiatives
• Provide support as needed or requested to individual clubs

QUALIFICATIONS:
• Strong understanding of and commitment to inclusivity
• Strong understanding of risk management with respect to event planning and promotions
• Strong organization and time management skills
• Excellent communication skills
• Ability to work independently and within a team environment
• Experience promoting via social media and online avenues
• Knowledge of the Student Event & Risk Management policy and process is considered an asset
• Knowledge of CSA Clubs spaces, accreditation, and general operations
• Conflict resolution/arbitration skills is an asset
• General knowledge of the CSA and how it runs

Deadline for applications is Friday, February 26, 2021 at 12:00 PM (noon)
Resumes and Cover letters should be submitted online through the CSA application process found at http://www.csaonline.ca/job

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 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.

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.