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

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 and records. Furthermore, in conjunction with the SafeWalk Coordinator they must ensure the SafeWalk program maintains a presence at campus resource fairs and tabling events.

| Term | Summer 2020 – 15 Flex hours  
September 7 to December 18, 2020, 15 weeks  
January 11 to April 23, 2021, 15 weeks  
Total 30 weeks |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>12.5 hours per week, reducing to 5 hours per week during Exam Periods, 360 hours total</td>
</tr>
<tr>
<td>Wages</td>
<td>$5,760 (includes vacation pay)</td>
</tr>
<tr>
<td>Team Leader</td>
<td>SafeWalk Coordinator</td>
</tr>
<tr>
<td>Executive Supervisor</td>
<td>Vice President Student Experience</td>
</tr>
</tbody>
</table>

TRAINING AND TRANSITION:

- Required to attend the full day CSA Transition Training Day for all incoming and outgoing staff members on Saturday, March 28, 2020
- Required to attend additional staff training sessions/workshops as scheduled by the Office Manager covering topics related to conflict resolution, inclusion, Health and Safety, etc.
- Throughout the term of employment, required to update the sections of the SafeWalk Operating Manual that pertain to this position in consultation with the SafeWalk Coordinator
- Required to receive up to 5 hours of one-on-one training at minimum wage from the outgoing SafeWalk Volunteer & Public Relations Coordinator
- Required to provide 5 hours of one-on-one training to the new incoming SafeWalk Volunteer & Public Relations Coordinator prior to the end of this contract
- May be required to participate on the SafeWalk Volunteer & PR Coordinator’s hiring committee as directed by your Executive Supervisor

JOB DESCRIPTION:

- Ensure SafeWalk is operating in an inclusive manner
- Maintain approximately ten (10) office hours per week in the UC Office
• 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)

• 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

• Create proposals and presentations about SafeWalk for on-campus organizations and/or student organizations with the Coordinator

• Maintain a positive image via social media and form responses to any concerns or issues that arise from the public

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 monitor volunteer reminder e-mails

• Gather online availability sheets from volunteers and to compile a schedule in a fair and equitable manner and to ensure that there is approximate gender parity of walkers on-shift at all times

• Distribute schedules via email at least one week 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, drink tickets, SSN sign-in sheets and log sheets, snacks, nightly checklists)

• Help ensure that team morale is always as high as possible by organizing team social events and volunteer appreciation events (be creative)

• 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 and senior volunteer committee, including prizes for volunteers

• File, organize and maintain volunteer records in the CSA SafeWalk Office and on Google Drive (ie. new volunteer files, destroying old files, etc.)
- Attend monthly meetings with the senior volunteer committee with the Program Coordinator to discuss expansion
- 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 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 coordinating, recruiting and appreciating volunteers
- Strong organizational and time management skills
- Strong communication skills
- Strong understanding of, and commitment to, inclusivity
- Ability to work independently and with minimal supervision
- Experience volunteering with SafeWalk is an asset
- An understanding of campus advertising rules & procedures an asset
- General knowledge of the CSA is an asset

---

**Deadline for applications is Wednesday, February 26, 2020 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.

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.