

# JOB DESCRIPTION

## Shinerama Coordinator



<b>Job Title:</b>	<b>Shinerama Coordinator</b>	<b>Job Category:</b>	UWSA
<b>Department/Group:</b>	University of Windsor Student's Alliance	<b>Reports to:</b>	Vice President Student Services
<b>Location:</b>	UWSA office - CAW Student Centre		
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Coordinator
<b>HR Contact:</b>	General Manager	<b>Date posted:</b>	
<b>Internal posting URL:</b>	<a href="http://www.uwsa.ca/about/uwsa-opportunities">www.uwsa.ca/about/uwsa-opportunities</a>	<b>Travel required:</b>	No

**Applications Accepted By:**

UWSA office – CAW Student Centre Rm.209 (ph.) 519- 971-3600  
 E-mail: [uwsa@uwindsor.ca](mailto:uwsa@uwindsor.ca)  
 By Fax: 519-971-3654  
[www.uwsa.ca/about/uwsa-opportunities](http://www.uwsa.ca/about/uwsa-opportunities)

**Job Description**

**ROLE**

Shinerama is Canada's largest postsecondary fundraiser involving students at more than 60 university and college campuses across Canada with proceeds going to the Canadian Cystic Fibrosis Foundation (CCFF). The UWSA Shinerama Coordinator will be responsible for overseeing all aspects of the University of Windsor Shinerama Campaign including the planning and execution of Shine Day and other events as well as sponsorship attainment.

The Coordinator is selected by UWSA in accordance with their bylaws, which govern the appointment of coordinators.

**SPECIFIC ACCOUNTABILITIES**

- i) Primary fundraiser for the Cystic Fibrosis Foundation on the University of Windsor campus
- ii) Organize all aspects of Shinerama activities and shine day. Including but not limited to :
  - Putting together the Shinerama operating budget and reconciling all accounts
  - Organizing and booking all shine day locations
  - Ordering all shine day supplies from CCFF for shine day and all materials or items for volunteer bbq's and or meals.
- iii) Recruit, organize and train all needed volunteers
- iv) Fund raise all needed campus and community sponsorship funding.
- v) Market the shine day fundraising events and Shine Day event to campus and community at large.
- vi) Complete the final cheque requisition for all donations for CCFF foundation on or before Dec. 10

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Must be able to attend the Shinerama conference during last week of May.
- Must be able to maintain in office hours per week
- Must be able to complete 500 hours by end of year
- Preference will be given to full-time undergraduate students
- Strong leadership and organizational skills
- Developed public speaking and writings kills
- Special event and budget management skills are an asset.
- Creativity and enthusiasm are essential

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