

# JOB DESCRIPTION

## Womyn's Coordinator



<b>Job Title:</b>	<b>Womyn's Centre Coordinator</b>	<b>Job Category:</b>	UWSA Coordinator
<b>Department/Group:</b>	University of Windsor Student's Alliance	<b>Reports to:</b>	Vice President Student Services
<b>Location:</b>	CAW Student Centre		
<b>Level/Salary Range:</b>		<b>Position Type:</b>	
<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**

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

The coordinator may appoint a volunteer administrative team.

The Womyn's Centre exists to provide a comfortable environment for students on campus and allows for a space to freely discuss and promote the issues and rights of women and children. The Womyn's Centre Coordinator is responsible for providing a women's issues program to the University of Windsor campus. He/she is responsible for the supervision of the student volunteers and must be committed and sensitive to the need of increased awareness of women's issues.

**SPECIFIC ACCOUNTABILITIES**

- i) Responsible for the operating of the Womyn's Centre
- ii) Promote women's issues on campus through the use of theme weeks, speakers, forums, videos, and other general educational tools
- iii) Responsible for the recruitment of volunteers to the Centre
- iv) Responsible for the proper training of all volunteers including but not limited to the protocol, procedures, sensitivity and respect of visitors to the centre.
- v) Post and maintain regular office hours;
- ii) Maintain a current lending library of relevant information for students;
- iii) Publish brochures, pamphlets, and posters, etc.;
- ii) Report to the VP Student services and submit a comprehensive report to the VP Student Services at the end of each semester;
- iii) Serve as a resource person for students seeking women's issues information
- iv) Organizing of all annual events including but not limited to the events of International Women's Day, Take back the night, World Aids Day & December 6, - National Day of Remembrance and Action
- v) Work with and support where possible the Distinguished Visitors in Women's Studies program.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Preference will be given to individuals with intimate experience in peer to peer counselling and /or the fields of social work, education and psychological.
- Strong understanding of the tools and techniques surrounding creating safe, inclusive and confidential spaces.

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- Strong ability to manage others, including but not limited to recruiting, interviewing, training, supervising and disciplining volunteers.
- People –person willing to work collaboratively with employees, volunteers and partners both within and outside the UWSA organization.
- Well educated on the emotional and mental issues, stressors and concerns faced by post –secondary students on a university campus.
- Must be able to maintain a minimum of 700 in office hours per work year
- Preference will be given to prior Peer Support center volunteers.
  
- 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.