

JOB DESCRIPTION

Campus Pride Centre Coordinator



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| Job Title: | Campus Pride Coordinator | Job Category: | UWSA |
| Department/Group: | University of Windsor Student's Alliance | Reports to: | Vice President Student Services |
| Location: | CAW Student Centre 2 nd Floor | | |
| Level/Salary Range: | | Position Type: | Part –Time |
| HR Contact: | General Manager | Date posted: | |
| Internal posting URL: | www.uwsa.ca/about/uwsa-opportunities/ | Travel required: | No |

Applications Accepted By:

UWSA office – CAW Student Centre Rm.209 (ph.) 519- 253-3000 ext.3600

E-mail: uwsa@uwindsor.ca By Fax: 519-971-3654

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. The Campus pride Centre exists to provide a comfortable and secure environment, for Lesbian, Gay, Bisexual, Transgender, Queer and Questioning and otherwise-identified individuals and allies on campus. The space allows LGBTQ+ individuals and their allies a forum to openly support, interact and discuss topics regarding gender and sexuality without judgement or bias in a space that is free from both physical and mental threat and harm. The space encourages the discussion, education and promotion of LGBTQ+ issues, advocacy, programming and outreach. The Centre Coordinator is responsible for the running of the centre and the supervision of the student volunteers and must be committed and sensitive to supporting the needs of the LGBTQ+ community.

SPECIFIC ACCOUNTABILITIES

- i) Responsible for the operating of the Campus Pride Centre
- ii) Educate and promote LGBTQ+ issues on campus through the use of theme weeks, speakers, forums, videos, centre library and other general educational tools
- iii) Plan and implement centre programming and events
- ii) Maintain a current lending library of relevant information for students;
- iii) Publish brochures, pamphlets, and posters, etc.;
- ii) Serve as a resource person for students seeking LGBTQ+ issues information
- iii) Train and supervise peer volunteers (intensive sensitivity training program)
- iv) Post and maintain centre office hours
- v) Collaborate with other campus groups and community services
- vi) Responsible for the recruitment of volunteers to the Centre
- vii) The coordinator must maintain frequent communications and reports to the VP Student Services.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be able to maintain in office hours per week
- Must be able to complete 500 hours by end of year
- People –person willing to work collaboratively with employees, volunteers and partners both within and outside the UWSA organization.
- Well educated on the issues and concerns within and facing the LGBTQ+ community
- Must not hold another position within the UWSA.