

JOB DESCRIPTION

Womxn's Coordinator



Job Title:	Womxn's Centre Coordinator	Job Category:	UWSA Coordinator
Department/Group:	University of Windsor Student's Alliance	Reports to:	Vice President Student Services
Location:	CAW Student Centre		
Level/Salary Range:		Position Type:	
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- 971-3600
 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 and commissioners.

The coordinator may appoint a volunteer administrative team.

The Womxn'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 Womxn'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 Womxn'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.