Brock Student Life and Community Experience

Position title
Event Coordinator

Student Life and Community Experience vision
Brock's Student Life and Community Experience department offers programs and services that promote student success through community engagement, leadership development, service-learning and volunteerism. We work strategically alongside community partners (on and off-campus) to develop socially-responsible individuals who strive to enhance the Brock and Niagara experience.

At the core of our department are its people. We thrive on student-driven innovation and on collaborative teamwork between our student leaders and the professional management team.

Position summary
This student position is responsible for the organization and implementation of campus and community events, including event management during the summer months and throughout the school year. The student would be involved in coordinating event logistics for Student Life & Community Experience affiliated events, such as: LEAP, Homecoming, Brock Cares Day of Service, Brock Student Leadership Summit, Alternative Reading Week (Fall and Winter) and a number of community events throughout the year. The Coordinator will also provide consultative support to students accessing the Student Leadership and Innovation Commons (SLIC) who are planning events on campus and in the Niagara community.

Organizational structure: This student position is responsible to the Student Life and Community Experience Management Team. From September to April, the Event Coordinator will provide peer mentorship to the full student team, working closely with the Event Assistants team.

Duties and responsibilities

1. **Volunteer and event coordination**
   a) Coordinate Brock's participation in a number of community events over the summer months (i.e. Rankin Run, Relay for Life) while ensuring event goals (i.e. fundraising commitments, number of participants, etc.) are met.
   b) Coordinate logistics for community events (i.e. Orientation Week events, VolunteerFEST, Homecoming events, Trick or Eat, Student Leadership Summit, Canadian Blood Services Blood Drives, Random Acts of Kindness Day, Food Drives, etc.) while ensuring event goals (i.e. fundraising commitments, number of participants, etc.) are met.
   c) Identify volunteer roles for each event and recruit volunteers based on event needs.
   d) Work with the Student Life Event Planning Team to plan and coordinate events.
   e) Work with the Student Life Marketing Team to promote and report various programs.
   f) Work with Student Life Learning & Assessment Team to measure intended program outcomes and stakeholder satisfaction and for post-event follow-up.
   g) Work with Student Life Campus Partnerships Team to recruit and manage participants, volunteers and strategic partnerships for events.
   h) Provide consultative support to students accessing the Student Leadership and Innovation Commons (SLIC) who are planning events on campus and in the Niagara community

2. **Team support**
   a) Work with the Event Planning Team to plan, promote and coordinate events and volunteers.
   b) Work with the ExperienceBU Team to promote the involvement portal and Co-curriculum; provide co-curricular advising for students; manage campus partnerships and strategically connect students and student organizations to programs.
   c) Work with Community Experience Team to achieve student learning goals; measure program outcomes; provide service to students, faculty, staff and visitors to Brock.
   d) Work with the Marketing Team to increase awareness about Student Life and Community Experience and its affiliated events, programs and initiatives.

e) Provide mentorship for area team (Community Connections) and the portfolio team (Events).
f) Meet weekly with area team and with portfolio team as needed (i.e. during monthly training).

3. Administration

a) Responsible for keeping accurate information and statistics on community and campus events.
b) Responsible for maintenance and improvements to event management tools and resources to be used throughout the year.
c) Other duties as assigned.

Requirements

- Maintain an academic standing of minimum 65%
- Complete necessary documents for the Experience Works program (note: employment is not contingent on a student being Experience Works qualified)
- Exceptional customer service skills
- Positive and enthusiastic attitude; must be a team player
- Strong organization and coordination skills
- Demonstrated communication and presentation skills
- Creative-thinking
- Mentorship skills

Restrictions

- Must be a current Brock student
- Must be able to legally work in Canada

Training provided

- 1-week Coordinator training includes skills-development and knowledge building in the areas of: customer service, project management, community animation, relationship-building, conflict transformation, communication, portfolio-specific skills, collaboration and group process
- Monthly training and reflection to help digest and deepen your learning

Term of appointment

May 2014-April 2015

Remuneration

$12.00 per hour

Additional benefits

- Student Leadership & Innovation Commons (SLIC) membership which includes 24/7 access to the workspace, network of student leaders and other supportive resources
- Access to social networks, lots of cool people and ideas
- A chance to work on special projects that catalyze the extraordinary potential of our dynamic Brock community
- $50.00 towards any Foundations in Leadership Practicum Series level (Bronze, Silver, Gold or Platinum)

*** Please Note: There will be a mandatory training program prior to employment start date. ***