Coordinator, Local Engagement

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Professional and Managerial Group

Coordinator, Local Engagement

Experiential Learning Hub

Temporary full-time from August 16, 2021 to June 30, 2023
Hiring #: 2021-0330

Please read the Application Instructions [1] before applying

In keeping with the Institution’s commitment to deliver a wide array of experiential learning opportunities that promote the development of employability skills and key global citizenship competencies, the Coordinator, Local Engagement in the Experiential Learning Hub oversees programs and services designed to maximize student learning and engagement in the local community, promote lifelong civic engagement, and contribute to the persistence and employability of University of Guelph students.

Reporting to the Manager of Campus and Community Integrated Learning, the Coordinator’s main responsibilities include:

- Providing leadership, visioning, and oversite of a multi-faceted approach to student engagement in the Guelph-Wellington community. This includes: planning and facilitating large scale, campus-wide volunteer events; coordinating tailored group-based community-engaged learning opportunities; supporting the promotion of and recruitment for specific community volunteer positions; identifying and seeking to reduce access barriers to volunteering, coordinating one-to-one peer advising sessions, and designing workshops, panels and trainings to help students find engagement opportunities that meet and develop their skillset and interests.
- Supporting faculty, staff, and organizations in preparing students for community-engaged learning by designing resources and delivering training that addresses professionalism, and the ethics and principles of community engagement.
- Developing and expanding experiential learning opportunities in partnership with community partner organizations (on-campus and in the community) that help students develop essential employability skills and contribute to community wellbeing.
- Coordinating and overseeing a student co-op position in partnership with, and in service to, select non-profit community organizations.
- Supervising the equivalent of 1.5 full time staff (three student staff and six to eight Peer Helpers), which includes annual recruitment and hiring, as well as on-going training, coaching and support, and HR oversight.
- Supporting the Manager of Campus and Community Integrated Learning with fostering, strengthening, and tracking partnerships between campus and community stakeholders to expand and improve mutually defined and beneficial experiential learning opportunities for students.
- Evaluating and reporting on programming and service outcomes and deliverables and recommending areas for growth and improvement.

To be successful in this role, the incumbent is required to have:

- Undergraduate Degree in Experiential Education, Social Work, Community Development, Sociology, or a related field, along with a minimum of three years of progressive experience working in, or closely with, community organizations in volunteer management and/or higher education. A relevant combination of education and experience may be considered.
• Strong understanding and practical experience in applying experiential learning and student development theories in higher education.
• Experience designing, implementing and assessing educational programs with learning outcomes.
• Excellent teaching, facilitating, presenting, and writing skills.
• Superb networking, and relationship-building, communication, and coaching skills.
• Experience supervising and supporting volunteers and/or staff.
• Highly developed skills in administration, organization, and time/project management. Demonstrated experience with development and implementation of risk management plans and emergency protocols.
• Intermediate to advanced level Microsoft365, including MS Word, Excel and Powerpoint is also required.

In addition to speaking to experiences and transferable skills that would support your success in the role of Coordinator, Local Engagement, please use your cover letter to speak to your values regarding social justice, equity, diversity, and inclusion, and how you would look to represent these values through your work if selected for the position.

This appointment is regularly performed on-campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Classification P03
Professional/Managerial Salary Bands [2]

At the University of Guelph, fostering a culture of inclusion [3] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2021 06 23
Closing Date: 2021 06 30


Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/coordinator-local-engagement

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply
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