### Positional Description

<table>
<thead>
<tr>
<th>Job title</th>
<th>Student Coordinator of Logistics</th>
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</thead>
<tbody>
<tr>
<td>Reports to</td>
<td>VAC President, Advised by Program Coordinator</td>
</tr>
<tr>
<td>Program Area</td>
<td>Dream B.I.G.</td>
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</tbody>
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**Job Purpose**

This position is responsible for the planning and organization of people, equipment, supplies and reservation details of the Dream B.I.G. trips and spring empowerment camp. This position is a part of the Dream B.I.G. Student Coordinator Committee and reports directly to the advisor. This position is a paid position with the Volunteer Action Center, distributed in monthly pay periods.

**Duties and Responsibilities**

- Plan and execute logistics for all trips, spring empowerment camp and its participants, including scheduling reservations, scheduling guests, arranging meals, creating lodging assignments, directing transportation to and from event locations
- Assigning mentor responsibilities and group assignments
- Oversees purchasing and inventory of all supplies
- Oversees contracts and invoices
- Communicates logistical information to all Dream B.I.G. participants including weekly updates, meeting times and locations, packing lists, and travel schedules
- Coordinate Dream B.I.G donations
- Plan and execute annual Legends Luncheon and Campus Day events in collaboration with the student coordinators for camp curriculum development

**Requires 8 office hours a week** between the hours of 8am and 5pm in the fall and spring.
- Ability to attend weekly VAC Board meetings from 5-6pm on Thursdays.

**Qualifications**

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

All qualifications must comply with provincial human rights legislation.

Qualifications include:

- Enrolled as a full time student (minimum of 12 hours for undergraduate and law students, 6 hours for graduate students)
- Maintain GPA of 2.25 or higher
- Remain in good academic and disciplinary standing with the University
- Demonstrate skills, knowledge and event planning
- Strong creative, strategic, organizational, oral and written communication skills
• Ability to manage multiple projects at a time and delegate tasks
• Flexibility and the ability to work effectively in groups

Working Conditions

• Student Coordinators must be able to commit the time required to plan and carry out Dream B.I.G. Sessions and camps which includes bi-weekly trainings, spring sessions and attending the camp. Dates and times will be provided upon gaining a position in the program.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Student Coordinator of Communications/Mentor Training</th>
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Job Purpose

The Communications/Mentor Training Coordinator exists to oversee the recruitment process, control social media accounts, provide promotional materials when needed and manage the process of preparing and training the mentors. This position is a paid position with the Volunteer Action Center, distributed in monthly pay periods).

Duties and Responsibilities

• Oversee recruitment
  o Develop and implement ways to encourage mentor applicants
  o Create and distribute flyers and table tents
  o Plan and carry out at least one informational session
• Control social media accounts
  o Post on the accounts at least once a week
  o Develop new strategies to grow the social media accounts
• Provide promotional materials
  o Create flyers and/or table tents when needed
• Planning and Implementing trainings
  o Work with the other coordinators to plan trainings
  o Plan out the agenda for the Mentor Trainings
  o Reach out to different speakers/presenters to attend trainings
• Requires 8 office hours a week between the hours of 8am and 5pm in the fall and spring.
• Ability to attend weekly VAC Board meetings from 5-6pm on Thursdays.

Qualifications

State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

All qualifications must comply with provincial human rights legislation.
Qualifications include:

- Be enrolled as a full time student (undergraduate/law—at least 12 hours. Graduate—at least 6 hours.)
- Maintain a cumulative GPA no lower than 2.25.
- Remain in good academic and disciplinary standing with the University.
- Demonstrate skills, knowledge, and experience with event planning and building mentoring relationships.
- Strong creative, strategic, organizational, oral, and written communications skills.
- Ability to manage multiple projects at a time and delegate tasks.
- Ability to be flexible and work well in groups and collaborations.

**Working Conditions**

Student Coordinators must be able to commit the time required to plan and carry out Dream B.I.G. Sessions and camps which includes bi-weekly trainings, spring sessions and attending the camp. Dates and times will be provided upon gaining a position in the program.

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<th>Student Coordinator of Curriculum</th>
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**Job Purpose**

This position is responsible for the planning, development, and implementation of the Dream B.I.G. 2015-2016 camp curriculum for younger participants. This position is a part of the Dream B.I.G. Student Coordinator Committee and reports directly to the advisor. This position is a paid position with the Volunteer Action Center, distributed in monthly pay periods).

**Duties and Responsibilities**

- Work in collaboration with the other student coordinator for Dream BIG curriculum to plan and execute empowerment programs for girls that address topics such as building self-esteem, goal-setting, unity amongst girls, pursuit of higher education, and the involvement of girls in STEM
- Research and create curriculum activities that are relevant, enjoyable, and age-appropriate
- Schedule speakers and/collaborations to assist in facilitate versatile curriculum sessions
- Work in collaboration with the Mentor Training team to effectively train Dream B.I.G. Mentors on understanding and execution of the curriculum with their mentees

- **Requires 8 office hours a week** between the hours of 8am and 5pm in the fall and spring.
- Ability to attend weekly VAC Board meetings from 5-6pm on Thursdays.

**Qualifications**
State the minimum qualifications required to successfully perform the job. These are the qualifications that are necessary for someone to be considered for the position.

All qualifications must comply with provincial human rights legislation.

Qualifications include:

- Be enrolled as a full time student (undergraduate/law—at least 12 hours. Graduate—at least 6 hours.)
- Maintain a cumulative GPA no lower than 2.25.
- Remain in good academic and disciplinary standing with the University.
- Demonstrate skills, knowledge, and experience with event planning and building mentoring relationships.
- Strong creative, strategic, organizational, oral, and written communications skills.
- Ability to manage multiple projects at a time and delegate tasks.
- Ability to be flexible and work well in groups and collaborations.

**Working Conditions**

Student Coordinators must be able to commit the time required to plan and carry out Dream B.I.G. Sessions and camps which includes bi-weekly trainings, spring sessions and attending the camp. Dates and times will be provided upon gaining a position in the program.