

Campus Activity Board - Volunteer Student Coordinator Position Descriptions

Department: Student Experience Office, Campus Activity Board

Term of Position: August 30, 2024 to April 30, 2025

What is the Campus Activity Board?

The Student Experience Office (SEO) provides students with transition support and engaging programming opportunities that complement the academic experience and foster a sense of belonging and community. The Campus Activity Board (CAB) operates and is advised under the Student Experience Office, and the organization is led by students who facilitate the ideation, planning, promotion, execution, and evaluation of a diverse range of student-centered events and activities.

The Campus Activity Board is comprised of a Student Team Lead and three coordinators: Volunteer Engagement, Arts and Wellness Programs, and Ravens Traditions and Classic Programs. The Student Team Lead and Volunteer Coordinators are responsible for directing the overall functions of the Campus Activity Board with guidance from the professional staff Student Engagement and Orientation Coordinator.

Eligibility Requirements

To be eligible for a Volunteer Coordinator position, students must be:

- Enrolled as a student at Carleton for the upcoming 2024-2025 academic year;
- In good academic standing or eligible to continue as defined in the Carleton University undergraduate calendar;
- Knowledge of the University, its administrative processes, and the various services that are offered to students;
- Excellent communication, interpersonal, and group process skills;
- Ability to work independently and take initiative;
- Strong problem solvers and have the ability to work well under pressure;
- Sensitive to the needs of all new Carleton University students;
- Professional, and have a strong understanding of customer service and public relations;
- Able to act as an ambassador for Carleton University, promoting positive values and leaving a positive impression with all participants;
- Demonstrating a desire to contribute positively to the student experience at Carleton University through past volunteer experience and campus involvement; and
- Have experience with or interest in event planning, communications, and volunteer engagement.

Core Responsibilities

- Coordinating all responsibilities within their portfolio;
- Explores feasibility of potential new activities;
- Researches information relevant to specific events;
- Work with student groups and campus partners on a regular basis to carry out activities for the student-community;
- Develops event timelines, budget plans, and identifies pricing;
- Coordinate necessary event elements including technical support, volunteer responsibilities, etc.;
- Other duties as necessary.

Portfolio Responsibilities – Volunteer positions

Student Coordinator, Volunteer Engagement Portfolio

- Attends bi-weekly team meetings;
- Oversees the Campus Activity Board volunteer database;
- Liaises with other Campus Activity Board coordinators to identify volunteer opportunities;
- Communicates upcoming volunteer opportunities to Campus Activity Board volunteers on a consistent basis through a monthly newsletter;
- Coordinates volunteer staffing and scheduling at events
- Regularly engages volunteer base and plans appreciation events (1 per semester);
- Other duties as assigned

Student Coordinator, Arts & Wellness Programs Portfolio

- Attends bi-weekly executive council meetings;
- Oversees monthly set programming within their area, including but not limited to
 - Events related to the arts including paint, clay, music;
 - Events in partnership with the CUSA Clubs, RRRA and Athletics;
 - Events related to wellness and healthy living;
- Implements at least 2 and up to 4 unique events per semester;
- Follows event production timelines and submits event proposals, event advances and event evaluations in a timely manner.

Student Coordinator, Ravens Traditions & Classic Programs Portfolio

- Attends bi-weekly executive council meetings;
- Oversees monthly set programming within their area, including but not limited to
 - Monthly Epic Bingo program;
 - Monthly Trivia / game programs;
- Implements at least 2 and up to 4 unique events per semester;
- Follows event production timelines and submits event proposals, event advances and event evaluations in a timely manner.

Training

Training will be provided to all successful Campus Activity Board Volunteer Coordinators through an online training session in the summer or early September of 2024. Training is mandatory for all positions.

Coordinators are also expected to attend and support the SOAR Student leadership Conference in January, and other training sessions may be required throughout the academic year.

Benefits of getting involved in Campus Activity Board

- A sense of involvement and making a difference in a community;
- References from supervisors and networking contacts;
- Team membership and increased appreciation of others;
- Further development of skills, such as time management, teamwork, organization, communication, public speaking, leadership, making decisions, etc.;
- Increased awareness of university resources and services;
- Development of interpersonal, social, academic and professional skills;
- Development of self-esteem, self-understanding, and personal growth; and
- Improved attitude, level of motivation, and academic achievement.
- CCR credit is available for these positions

Applications are submitted online at www.carleton.ca/seo/cab

You will need an updated Resume, Cover letter, and your Co-Curricular Record (if available).

Applications are due Friday, March 23 at 11:59 PM.

Interviews for successful candidates will be held March 26-28, 2024.

If you have any questions about the Campus Activity Board recruitment process, please e-mail cab@carleton.ca