CUSA values employment and educational equity and welcomes applicants from diverse groups including (but not limited to): women, Indigenous people, people of colour, people with disabilities, international students, and gay, lesbian, bisexual and transgender people. CUSA is committed to ensuring that accommodations are provided in all parts of the hiring process as required under CUSA’s accessibility policies, the Accessibility for Ontarians with Disabilities Act, and the Ontario Human Rights Code. Applicants need to make their needs known in advance.

**Foot Patrol Volunteer Coordinator**

**DUTIES**

- Be responsible to the Student Services Manager, and the President, and on financial matters, shall be responsible to the Vice President Finance.
- Supervise the continued operation of the Safe-Walk, Walk and Talk, and Borrow a First Aid Kit services in conjunction with the Foot Patrol Administrative Coordinator.
- Be responsible for the recruitment, screening, and training of volunteers.
- Maintain volunteer vulnerable sector record check and Standard First Aid records.
- Ensure the effective and timely completion of Foot Patrol’s weekly volunteer schedule.
- Ensure the timely recruitment of volunteers for both Foot Patrol and Guardian Program event teams.
- Hold semesterly volunteer quizzes to ensure adequate volunteer knowledge about Foot Patrol’s policies and procedures.
- Maintain and expand Foot Patrol’s social media accounts to further student outreach.
- Uphold volunteer morale through the organization of volunteer appreciation events.
- Initiate, organize, and lead semesterly safety audits of Carleton in conjunction with the Foot Patrol Administrative Coordinator.
- Remain accessible and responsive to volunteer input.
- Responsible for weekly reports, daily/monthly metric collection, organization and maintenance of office technology and space. Retain and attend all scheduled office hours.

**REQUIREMENTS**

- Membership in the Carleton University Students’ Association or the Graduate Students’ Association (Taking at minimum .5 credit per semester).
- Awareness and sensitivity to issue including but not limited to: trans/bi/homophobia, sexism, racism, ableism and ageism.
- Established knowledge of Google Suite, and Office Suite.
- Excellent interpersonal skills, ability to work unsupervised in groups or individually.
- Quick learner who is organized and a self starter who is passionate about the centres goals.

**TERM & RATE**

One year from hiring date. $15.79/hr, 20 hrs/week (reduced to 10 hrs/week during summer).
This is a unionized role with CUPE 1281.

**HOW TO APPLY**

Are traditional cover letters old school? We think so, instead tell us about yourself, why you want to work at CUSA, and your ideas for the position in a multimedia format (eg, video, blog post, collage and write up, slideshow, audio recording, or any other format you’d prefer). **All applicants must also submit a resume, class schedule, and one reference letter.**

| SUMBIT YOUR application VIA EMAIL TO | jobs@cusaonline.ca | Carleton University Students’ Association | 401 University Centre Building, 1125 Colonel By Drive | Ottawa, ON • K1S 5B6 | Phone: 613-520-6688 | deadline | JULY 31, 2020 |

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