

	Acadia Students' Union Job Description	
	Section: GV-2018-10	Pages: 3
Position: Community Outreach Acadia (COA) Coordinator		
Location: Old SUB 626 Department: Student Life	Reports to: Vice President Student Life	Coverage: Incoming Coordinators

1.0 Community Outreach Acadia (COA)

Community Outreach Acadia (COA) is a growing Internal Organization created and guided by ardent students seeking to make positive and sustainable changes in our community. Community Outreach Acadia (COA) aims to engage Acadia students within the local community by presenting a wide spectrum of exciting volunteer opportunities for students. It offers both spontaneous and long-term volunteer initiatives that will align with the interests of any student. Some of their past initiatives include Neighbours-Helping-Neighbours, Meal Exchange, youth centred development programs and much, much more!

2.0 Coordinator Position Overview

The Community Outreach Acadia (COA) Coordinator oversees the operation of Community Outreach Acadia (COA) and the work of the Executive Team as well as representing the Internal Organization and its members within the Acadia Students' Union and the local community.

3.0 Key Position Requirements

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.

- i. Shall attend all scheduled meetings with the ASU Vice President Student Life;
- ii. Shall hold a minimum of three (3) office hours per week;
- iii. Shall enforce the organization's constitution;
- iv. Shall be the primary officer responsible for recruiting new members;
- v. Shall organize and facilitate regular meetings of the organization;

- vi. Shall act as the chief liaison between the organization and the national Meal Exchange office;
- vii. Shall act as the chief coordinator for the Trick-or-Eat, Skip-a-Meal and Clear-the-Shelves programs;
- viii. Shall oversee and sign all reimbursements and/or purchase orders of the organization;
- ix. Shall perform at least two (2) hours of transition with the incoming coordinator before the completion of their term of office;
- x. Shall present a monthly report to the ASU Vice President Student Life;
- xi. Shall oversee and assist officers in the performance of their duties.

4.0 Events and Activities

The Community Outreach Acadia (COA) Coordinator ensures that the Executive Team has everything they need to be successful and assists everyone in their roles. They also act as the main liaison with the rest of the Acadia Students' Union. Their role is to ensure that everyone on their team has the tools to facilitate successful events and represent the organization well in the community. Examples of past events include Neighbours-Helping-Neighbours, Skip-A-Meal, Trick-or-Eat, and more.

5.0 Miscellaneous

The Community Outreach Acadia (COA) Coordinator acts as a net to catch anything that may fall through the cracks throughout the year. This means that if any new events arise throughout the year, they typically take them on. Also, if any Executive member is struggling to fulfill their role, it is the Coordinator's responsibility to help them meet their goals by filling in where they can.

6.0 Statement of (Minimum) Qualifications

Education

- Must be a full-time or part-time student enrolled in studies at Acadia University during the 2018/2019 academic year;

Skills

- Strong organizational, time management, and communication skills;
- Demonstrated ability to respond creatively and actively under pressure;
- Programming and event planning skills;

- Experience in project planning and collaborative activities;
- Experience both working as part of an effective team and independently

7.0 Attachments

None