



Position Description

Position Title:	Clubs Resource Centre Coordinator
Reports to:	Vice President Administration
Status:	Term, Appointed
Length of Term:	August 15 – April 30, 2015 (9 months)
Appointed by:	Vice President Administration
Hours per week:	20
Compensation:	Salaried based on \$11.25/hr (Tier 2)

Position Purpose

The Clubs Resource and Sustainability Centre coordinator manages and oversees all aspects of the AMS Clubs Resource and Sustainability center – a service that provides resources and insight for AMS Clubs and student groups on campus into engaging and building student life and enhancing sustainable practices in their operations.

Duties and Responsibilities

- Oversee the daily operations of the Clubs Resource and Sustainability Centre
- Liaise with stakeholders including club representatives, AMS Sustainability, SAC, AMS staff, UBC staff and CRSC Team
- Oversee the Clubs Resource and Sustainability Centre Assistant Coordinator and team of officers
- Implement a series of support workshops for student leaders on campus
- Develop a marketing strategy to enhance outreach for the CRSC
- Actively engage non-AMS organizations on UBC Vancouver Campus to develop mutually beneficial partnerships
- Gather statistics regarding utilization of the Service
- Prepare a series of reports including: monthly reports
- Live the mission and values of the AMS daily
- Other duties as required

Relevant Experience/Qualifications

- Must be a currently registered UBC student
- Knowledge of campus groups and students life and sustainability is essential
- Experience in event planning is an asset
- Able to multi-task and manage several projects with widely different themes at the same time is essential
- Strong organizational skills
- Professional conduct
- Strong interpersonal and communication skills
- Interest in community development and supporting student groups an asset
- Leadership skills