

Coordinator

The Role of the Shinerama coordinator

The Shinerama Coordinator is a hired member of the Students' Union. The Shinerama Coordinator's primary role is to be the lead representative for the MSVU Shinerama Campaign and work with the Students' Union to organize and execute secondary fundraising events during the summer months and lead planning for the September Shine Day.

Training

The Shinerama Coordinator should be prepared to attend the National Shinerama Conference in London, Ontario in the month of May. All costs of the conference including travel, accommodations, conference fee and per diem are provided by the Students' Union.

May 2018 Conference Dates:
May 18 – 21, 2018

Requirements/Qualifications

- Be a team leader
- Be an organized and initiative driven individual able to multi-task
- Good written and oral communication skills
- Previous experience in event management/coordination an asset
- Must be a Mount student returning to studies in the fall term
- Must have a GPA of 2.0 or better

Hours of Work

- 5 hours per week during May, June, July
- 10 hours/week during August, leading up to Shine day

This is a Honoraria paid position

Working Environment

Term Duties

- Shinerama Coordinator will be the lead representative for the MSVU Shinerama Campaign.
- Shine Coordinator will attend the Shinerama National Conference at McMaster University in Hamilton, ON during the May long-weekend.
- Shine Coordinator will attend the Shinerama Regional Conference held within Atlantic region (normally HRM).
- Shine Coordinator is responsible for planning and executing all secondary fundraisers.
- Shine Coordinator is responsible for planning and executing Shine Day during Orientation.
- Train Orientation Leaders as Shine Site Leaders
- Create theme to engage Shine volunteers
- Oversee all Shine Volunteers including, but not limited to:
 - Shine Committee
 - Shine Site Leaders
 - General Shine volunteers

Summer Fundraising

- The Shine Coordinator is responsible for planning and executing all secondary fundraisers over the summer months.
- These fundraisers can include but are not limited to:
 - Car washes
 - Farmer's Market visits
 - Bingo nights
 - Bottle drives
 - Other fundraisers the Shine Coordinator deems feasible

Shine Day

- Plan and execute Shine Day
- Organize various locations around Halifax for volunteers
- Oversee Shine Site Leaders