## JOB DESCRIPTION

**Position Title:** CLAY – Spirit Coordinator  

**Term of Office:** December 6 – May 30  

**Supervisor:** CLAY Coordinator  

**Remuneration:** Volunteer position  

**Hours of Work:** 3-5 hours per week minimum, with hours of work increasing as the event date approaches

### General Scope of Duties

### Major Duties and Responsibilities

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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| Supervisory Function      | 20%     | ➢ Schedule and facilitate regular meetings of the Spirit Committee  
|                           |         | ➢ Prepare in advance all meeting agendas  
|                           |         | ➢ Contact committee members regarding meetings and with updates |
| Communications Function   | 10%     | ➢ Attend all CLAY Planning Team meetings  
|                           |         | ➢ Periodically update CLAY Coordinator on committee progress |
| Other                     | 70%     | ➢ With the committee, brainstorm ideas for group names, group props  
|                           |         | ➢ themed meals, CLAY dance, session group activities, CLAY Semi-  
|                           |         | ➢ Formal decorations  
|                           |         | ➢ Take brainstormed ideas and create action plans and instructions for  
|                           |         | ➢ each event and/or activity  
|                           |         | ➢ Track progress of committee and sessions ideas to aid in transition for  
|                           |         | ➢ the following year  
|                           |         | ➢ Complete other tasks as assigned by the CLAY Coordinator  |

### Knowledge, Skills and Abilities

- Organization and time management skills  
- Problem solving under stressful conditions  
- Knowledge of the McMaster campus  
- Creativity  
- Communication skills  

### Effort & Responsibility

- Attention to detail  
- Responsible for the overall success of the conference

### Training and Experience

- Experience with previous/other leadership endeavors