



Relay for Life Event Co-Chair Application **Fall 2021 - Winter 2022 (Event is Winter 2022)**

Overview

What is Relay for Life? It is a 12 hour event held from 7pm - 7am which raises money for the Canadian Cancer Society (CCS). Relay is held overnight to symbolize a patient's long battle with cancer. This team-based event involves continuous walking intermixed with lots of fun activities such as the opportunity to participate in challenges. However, it also comes with a very important message - that together we can fight back against cancer. Relay for Life also has a Luminary Ceremony, where students are able to reflect on their life, and how cancer may have touched them in some way. But most importantly, everyone is fundraising money for cancer research, to work towards the creation of a world where no one fears the word cancer. In 2021, fundraising, recruitment and the event was held virtually. The co-chairs for 2022 will have to adapt to ever-changing circumstances, depending on the public health regulations at that time.

There are two positions available as Co-Chairs for this event. See the "Job Description" for the position descriptions.

Questions about the position can be emailed to uwaterloorelay@gmail.com where the current co-chairs, Kaitlyn Bergsma and Luke Zettel, can reply. General questions about the application process can also be sent to the Relay for Life staff representative, Michelle Metzger at michelle.metzger@uwaterloo.ca.

Phase I - Written Application

The Written Application should be completed and submitted no later than 4:00 p.m. on **Friday April 16, 2021** through the online form at <https://www.sju.ca/student-leadership-0>.

Phase II - Interviews

Selected students will be contacted to schedule their interview between April 19-21, 2021. Interviews will be done virtually, in a panel setting, and will take approximately 30 minutes.

Phase III - Selection

All candidates will be notified of the outcome of their application via email by Monday April 26, 2021.

Job Description

General Accountability

The University of Waterloo University Colleges' (Colleges) Relay for Life Event Co-Chair (Co-Chair) is a student who, because of maturity, integrity, academic success, interest in others, and passion for the work done by CCS, has been selected to lead the Relay for Life initiative. The Co-Chair shall promote, by personal example and guidance, a mature and conscientious attitude toward the philosophy and overarching goals of the Colleges and CCS.

Nature and Scope

The Co-Chair embodies an approachable, responsible, mature and professional character that carries themselves as a role model and demonstrates their commitment to the overall mission and vision of Relay for Life, student activities, and the University as a whole.

The Co-Chair is a full time undergraduate student in senior years that has displayed exceptional leadership qualities and exhibits the values of the Colleges. The position requires a twelve-month commitment with approximately 6 – 8 hours per week during Fall and Winter term.

The Co-Chair must display a commitment to academic excellence and therefore, must consent to have the Residence Life Coordinator (RLC) check into their academic file as it pertains to the position of Co-Chair.

The Co-Chair works throughout the year to plan and facilitate the annual University of Waterloo Relay for Life, as well as additional fundraising initiatives, which work toward the promotion and awareness of CCS initiatives. In addition, the Co-Chair will provide direct leadership and oversight of the Relay for Life planning committee and orchestrate, with their team, the aforementioned Relay for Life activities. The Co-Chair reports to the RLC, and is ultimately accountable to the Director of Student Affairs at St. Jerome's University. The Co-Chair also reports to the Youth Program Specialist from CCS.

Accountabilities

- General Duties
 - Work with the Colleges, the Relay for Life planning committee, and additional groups at Colleges to promote the "spirit" of the Colleges' community through the planning and facilitation of the Relay for Life event.
 - Know and observe the standards, rules and regulations of the Colleges and effectively communicate them to the Relay for Life planning committee and College communities.
 - Build community by supporting collaboration between varying departments of the Colleges and by communicating with and encouraging fellow College leader groups.
 - Assist in the development, implementation and evaluation of the Relay for Life programs with an aim to enhance the quality of student life and the success of future Relay for Life planning committees.
 - Promote and foster student engagement and buy-in towards the Relay for Life and CCS.

- Specific Duties
 - Organize and execute fundraising initiatives throughout the academic year that promote both the values of CCS and the Colleges.
 - Evaluate yourself and the Relay for Life planning committee after the event is completed. Communicate openly and regularly with Relay for Life planning committee, the RLC, and other student groups effectively.
 - Effectively manage the Relay for Life planning committee.
 - Other administrative duties as required

Specific Roles

- Event Experience Co-Chair
 - Focus: event day planning and orchestration
 - Oversee the Entertainment Captain, Ceremonies Captain, Sponsorship Captain, and Logistics Captain
 - Regularly provide guidance and support to the whole Event Experience Committee to ensure plans are on track.
 - Be the key motivator to the Event Experience Committee and assist them with any challenges that may be encountered during the planning process.
 - Fulfill any duties that have been missed by sub-committee members. Be ready to jump in!
 - Work closely and meet regularly with the Participant Engagement Captain to ensure that all timelines are on target.
 - Ensure that all standards and procedures are followed during the planning process.
- Participant Engagement Co-Chair
 - Focus: participant recruitment and fundraising
 - Oversee the Participant Coach, Recruitment Coach, Finance Captain, and Marketing Captain.
 - Provide guidance and support to the whole Participant Engagement Committee regularly to ensure participant engagement plans are on track.
 - Oversees all positions within the Participant Engagement Committee to ensure tasks are completed and provide support.
 - Be the key motivator to the Participant Engagement crew and assist them with any challenges that may be encountered during the planning process. Assisting in all team recruitment activities.
 - Work closely and meet regularly with the Event Experience Captain to ensure that all timelines are on target.
 - Ensure that all standards and procedures are followed during the planning process.
 - Keeping the entire committee on pace to meet the event goals.
 - Reach out to your Youth Program Specialist with any questions/concerns.