

STUDENT EMPLOYMENT OPPORTUNITY

SafeDrive Coordinator



Background

MUN Students' Union (MUNSU) represents over 13,000 undergraduate students studying through Memorial University of Newfoundland's St. John's campus. MUNSU is a not-for-profit organization that advocates for students through campaigns and lobbying and provides services and programming for its members.

SafeDrive is a free drive-home service offered by MUNSU since 2001 and operating during the Fall and Winter semesters. The SafeDrive van leaves every hour on the hour from the base of the clocktower, between 7pm and 12am Sunday through Thursday. This student-run program helps ensure MUN students have a safe way home and is part of MUNSU's efforts to actively foster a safe and supportive environment on campus.

Salary: \$13.65/hour – approximately 10-15 hours per week

Responsibilities

The SafeDrive Coordinator is responsible for the operation of the service on a daily basis.

Duties and responsibilities include:

- Ensure that each shift is covered by a licensed SafeDrive Driver
- Coordinate or assist with recruiting, scheduling, training, and communicating with Drivers
- Ensure the cleanliness of the SafeDrive vehicle as well as sufficient levels of gas and other essentials (windshield fluid, etc) on a day-to-day basis
- Ensure the quality operation of the SafeDrive vehicle through regular maintenance checks
- Ensure the SafeDrive vehicle is equipped with winter tires before the required date in Fall, and that winter tires are removed before the required date in Spring
- Ensure that all information, supplies, and resources are available to run the service effectively
- Advertise and promote the SafeDrive service during the semester
- Collect and maintain records and statistics related to SafeDrive
- Communicate concerns and suggestions to the Executive Director of Finance and Services

Qualifications

Applicants must be MUNSU members during the semester(s) they hold the position. Additionally, successful applicants will demonstrate the following qualifications:

- Excellent written and oral communication skills, attention to detail, and organizational skills
- Familiarity with MUNSU
- Must have a valid, current Newfoundland and Labrador driver's licence (Class 5) and must have held a valid Class 5 NL driver's licence (or equivalent) for a minimum of one year
- Ability to manage time, take initiative, and work independently as well as in a team
- Understanding of the importance of safety, both in terms of safe driving and safety on campus
- Ability to lead and coordinate SafeDrive operations reliably and consistently

To Apply

****Please note: applicants selected for an interview will need to provide a current Driver Record (Abstract) issued by a Newfoundland and Labrador Motor Registration Office.****

Students interested in applying for the SafeDrive Coordinator position may submit an up-to-date resume and to:

Hiring Committee
MUNSU General Office
UC-2000, University Centre, MUN
1 Arctic Avenue
St. John's NL, A1C 5S7

resume@munsu.ca

The MUN Student's Union is an employment equity employer. Applications from all qualified candidates are welcome; in particular, applications are encouraged from racialised people, Aboriginal people, people with disabilities, queer and trans people, and women.

Deadline: Applications are due to MUNSU no later than **Wednesday, December 12th at 4:30pm.**



For more information, please contact [hiring@munsu.ca](mailto: hiring@munsu.ca), call (709) 864-7633, or visit the MUNSU General Office located at UC-2000 (on the second floor of the University Centre, St. John's campus).