

## **Additional Request from the Women's Center- this is not a part of the SPAC Committee Report**

### **Vagina Memoirs Facilitator**

**This letter is to request an additional recommendation that was included in the Women Center's Tap Report but excluded from the final TAP document.**

#### **1. Make the Vagina Memoirs a required event hire a two-quarter Vagina Memoirs Facilitator**

##### **a. Description of the Vagina Memoirs**

The Vagina Memoirs has become an integral program on Western's campus and typically serves roughly 2,000 students and community members. The process is life changing for both the cast members and the audience. It has become apparent, however, that the amount of time necessary in order to devote proper attention to the casting, cast meetings, and logistics detracts from the ability of the Women's Center staff to complete other programs in Fall and particularly in Winter Quarter. Hiring a Vagina Memoirs facilitator for two quarters as an hourly position would ensure that the best individuals are chosen to carry this process.

##### **b. Rationale for Recommending a Facilitator Position**

###### **i. Requisite knowledge and experience**

The last few years, one Women's Center staff member has served as a facilitator with two outside facilitators being selected as volunteers. The Women's Center staff member is typically unable to complete the breadth of programming and services required of the job description because of the heavy commitment to the Vagina Memoirs process. In addition, it cannot be guaranteed that every year a Women's Center staff member will have the experience or interest in facilitating the process. For instance, of the three employees in the Women's Center last year, only one employee had the necessary experience to facilitate the Memoirs—this ended up being the Labyrinth coordinator. Given the limited number of hours that this position works in any given week and their job requirements, there existed a detrimental disconnect between the Women's Center staff, the volunteer facilitators, and the cast of the performance. It is certainly not a given that *any* employee of the Women's Center would have the requisite knowledge and experience to facilitate the Memoirs. Hiring a staff member to facilitate the process along with volunteer facilitators would guarantee that the best possible service to the community.

###### **ii. Workload**

The number of hours required to facilitate the Memoirs, in addition to the required office hours of every ROP staff member, well exceeds the average of 15 hours per week that the Women's Center staff is currently salaried at (see section c for additional information regarding hours required to facilitate the program). Currently, the Women's Center is required to program 4 events per quarter; planning, coordinating, and implementing the Vagina Memoirs in addition to 3 other events is impractical and has proven to be unattainable given the current allocation of work hours in the Women's Center. If a facilitator position is not created, which we understand is up to SPAC and the Board, there will be several implications—our purpose here is to notify the decision makers what those implications would be so that a fully informed decision can be made.

###### **iii. Implications of not creating a facilitator position**

- 1) Severely reducing the number of office hours of either the Women's Center coordinator or assistant coordinator, depending on who is capable of facilitating the Memoirs (provided that

either one is even qualified). This would decrease the number of hours that the Women's Center would be able to provide safe space to the campus community. Historically, traffic in the office has increased during the period immediately prior and following the Vagina Memoirs performances. As is evident, cutting hours at precisely the same time that demand for safe space peaks is undesirable. Previously, we have held the Women's Center staff facilitator accountable for the entirety of their job description in addition to the extra demands placed on them by the Vagina Memoirs. This has had negative mental, emotional, and academic consequences, and we feel that we can no longer in good conscience allow this to continue.

- 2) Cutting the number of events in half during winter quarter. Currently, the Women's Center is responsible for holding 4 events per quarter. Realistically, if the Vagina Memoirs is held during winter quarter, the reality is that it is unfeasible to require more than one other event. Unfortunately, this would require cutting events that are highly successful and have proven to be of a large impact to the campus community. For example, V-Week was a series of events that led up to the Vagina Memoirs and enhanced the overall effect of the program. This year, the Women's Center chose to forego hosting V-Week events due to personnel and time limitations. This deprived the community of valuable social and educational opportunities.
- 3) Holding 4 events during winter quarter, but cutting the Vagina Memoirs. As has already been iterated, if it turns out that neither the coordinator nor the assistant coordinator have the skills required to facilitate the Memoirs, the event would need to be cut. In our opinion, this is an entirely undesirable outcome, but it is an option that must be considered if this position is not created.

### **c. Budget Implications**

The facilitator position would be put on payroll as a Program Support Staff II position which earns an hourly rate of \$9.04 per hour. We've estimated that the position would require a total of 250 hours over the course of fall and winter quarters. The breakdown of hours is as follows: 25 hours in September (for training with WEAVE and possibly some training with the AS), 52 total hours in October and November, and 173 hours during winter quarter. The total dollar amount needed to support a 250-hour position would be \$2,260 (this is not including the benefits). To help illustrate the nature of the time commitment of this position, we have included a more detailed breakdown of the hours worked throughout the term of the position.

**October:** During the month, the facilitator would be responsible for choosing volunteer facilitators, working with the Publicity Center and the Women's Center staff to develop the publicity package for the Vagina Memoirs, and plan for the Vagina Memoirs auditions that occur in early November.

**November:** The main commitment during this month will be holding the Vagina Memoirs auditions and then deciding which individuals will be offered roles in the final cast. This process will take approximately 40 hours.

**December:** This month the work load is fairly light; we've estimated 3 hours for general planning and 5 hours of cast meetings.

**Winter quarter:** The amount of hours that the facilitator will be working on Vagina Memoirs material significantly increases once the staff comes back from winter break. Every week, the facilitator is responsible for holding cast meetings that, from start to finish, require 6 hours of time—there are 7 meetings in total. In addition, every week for 7 weeks the facilitator will be required to meet with the volunteer facilitators for 2 hours. Throughout winter quarter (10 weeks), the facilitator will be asked to

spend 2 hours per week in the Women’s Center performing administrative tasks related to the Vagina Memoirs (i.e. publicity meetings, logistical emails, working on the logistics of the performances, etc.). In addition, the facilitator is responsible for meeting with individual cast members or volunteer facilitators as issues arise related to the nature of the Vagina Memoirs. We have estimated that a total of 40 hours could easily be spent in various meetings with the cast and facilitators. As it gets closer to the week of the event, rehearsals will of course take place. There are a total of 4 rehearsals at approximately 3 hours each for a total of 12 hours. Then, on the days of the actual event (4 days), the facilitator is responsible for approximately 7 hours of work related to the setup, performance, breakdown, and reflection of the event. This sums to approximately 30 hours (2 hours have been added to allow flexibility during the most crucial week of the process). Finally, we have estimated that about 15 hours should be spent in wrap-up activities such as cast debriefs, volunteer facilitator debriefs, event evaluations, audience evaluations, legacy documents, etc.

**d. Budget impact of this change**

Take into account that currently we are paying 2 coordinators to fulfill the goals and missions of the WC but are really only receiving the benefits of one coordinator for two-thirds of the year since the coordinator/facilitator is too busy with Vagina Memoirs responsibilities to adequately fulfill their role in the office

250 hour salary employee compensation	\$2,260 (excluding benefits)
Increase	\$2,260



## **Associated Students of Western Washington University**

Resource & Outreach Programs

Women's Center Vagina Memoirs Facilitator (hourly)

### **About the Position**

The Women's Center Vagina Memoirs Coordinator plans, facilitates, and implements the Women's Center annual production of the Vagina Memoirs.

### **About the Department**

The Associated Student Resource & Outreach Programs (ROP) provides information, advocacy, activities and peer-to-peer education to Western students. The seven centers within the ROP strive to empower and support all members of Western's diverse community. The ROP also provides the opportunity for Western's students to gain valuable work and life experience. The Women's Center is committed to supporting, educating and connecting all people on campus around gender related interests and issues. We provide a safe space to share experiences, resources and referrals, and programs that raise awareness and spark dialogue. The WC promotes gender equality, solidarity against violence and a healthy, inclusive culture for people of all identities.

### **Term of Position**

This is a two quarter position. This position starts the Monday one week before the start of classes fall quarter and ends the Friday of Finals week Winter Quarter. The position is allotted 250 paid hours in Fall and Winter Quarter with the majority occurring during Winter Quarter. Some work may be required during winter break. This position works an average of 3-19 hours per week.

### **AS Employment Qualifications**

- Maintain a minimum credit load throughout term of position of 10 credits for undergraduates and 8 credits for graduates.
- Maintain a minimum of a 2.00 cumulative grade point average.
- Ability to complete the entire term of the position.

### **Preferred Qualifications**

- Organizational and time management skills.
- Ability to communicate and work effectively with a wide variety of people.
- Ability to work independently and responsibly.
- Ability to work collaboratively with multiple people and organizations.
- Ability to work within deadlines and problem solve.
- Basic knowledge of department and position specific responsibilities.
- Ability to work flexible hours.
- Knowledge of or experience with event planning.
- Knowledge of issues and identities related to the intersecting forms of feminism

- Experience in group facilitation.
- Experience in trauma management.

### **AS Employment Responsibilities**

- Serve the membership of the Associated Students in a professional and ethical manner by:
  - Being familiar with and upholding the AS Charter, all WWU policies, and all AS policies including the Employment Policy, Code of Conduct, and Program Standards.
  - Being knowledgeable of the AS organization and its general operations.
- Ensure the continuity and legacy of this position by:
  - Working with supervisor and Personnel Director to revise and update position job description.

### **Position Responsibilities**

- Deliver educational, social, and community building opportunities and support to the campus community through facilitation of the Vagina Memoirs by:
  - Working with the Women's Center staff to hire (select) volunteer co-facilitators for the Vagina Memoirs.
  - Collaborating with the Women's Center staff and hired (selected) volunteer facilitators to create advertising for the Casting Call and Production.
  - Planning and implementing the Casting Call for the production and strategically selecting a cast in consultation with the Women's Center staff.
  - Organizing and facilitating all cast meetings , cast activities, and rehearsal times beginning at the end of Fall Quarter.
  - Providing emotional support and guidance to cast members, (and make referrals to appropriate campus resources as appropriate).
  - Selecting appropriate writing exercises and exploration activities to help the cast in developing their memoirs.
  - Attending and (directing) participate in all Memoirs performances.
  - Providing legacy documents about the facilitation process including detailed notes about the different activities.
  - (Maintaining regular communication with the Women's Center Coordinator or designee about)Assisting in the logistical development of the production including ordering merchandise, organizing tabling and merchandise sales, (event set-up and technical needs), (selecting benefit beneficiaries, and \_\_\_\_\_ Should the person be involved in other logistics?
  - Holding 2 office hours per week in the Women's Center for planning, communicating with Women's Center staff, and being available for discussions with cast members.
  - Providing a confidential, safe and inclusive space for students

### **Wage**

This position will receive a Program Support Staff 2 wage, which is approximately \$9.04 per hour.

### **Reportage**

This position reports directly to the Women's Center Coordinator.

This job description is subject to change in accordance with the AS Employment Policy.  
The Associated Students is an Equal Opportunity Employer. Revised March 7, 2012.