

Title:	Accessibility Committee Coordinator Two Positions – Fall/Spring and Spring/Fall
Work Credit:	Full hours in dining Choice of dining co-op
Payroll:	Stipend equal to \$1,200 per semester (less taxes)
Time Required:	40-60 hours/month (10-15 hours/week)
Responsible to:	OSCA Board, President, General Membership
Support People:	OSCA Board, General Management Team, Accessibility Committee
Appointed by:	Accessibility Committee Coordinators, Membership Secretary, Sexual Offense Policy Advocate (1)
Sit on Appointments:	Accessibility Committee Coordinators, Nutrition Coordinator, Sexual Offense Policy Advocates

General Responsibilities

The Accessibility Coordinators will act as advocates for member(s) upon the member's request with regard to issues of accessibility or potential privilege and oppression as outlined in OSCA's accessibility policies.

- Work to make OSCA more accessible for all members and potential members.
- Encourage dialogue and provide education regarding issues of privilege and oppression in co-ops and on the all-OSCA level.
- Act as a resource or potential advocate for members seeking accommodations, or encountering uncomfortable or inaccessible situations in their co-ops.
- Plan the mandatory privilege and oppression workshops each semester in collaboration with the Education Coordinators.

Specific Responsibilities

Meetings

- 1) At the beginning of each semester, meet with the Membership Director and Nutrition Coordinator to review special accommodations policies and procedures. Also meet with Education Coordinators to determine what roles each position will play in planning the semester's Privilege & Oppression Symposium.
- 2) One or both of the Coordinators will attend the Long-Range Planning Committee as necessary or if requested to attend. This enables active communication with College officials about physical accessibility in OSCA.
- 3) Both Coordinators co-chair the Accessibility Committee. Attend meetings and request additional specific members as needed (see the Accessibility Committee continuing policy for the list of members).
- 4) At least one Coordinator must sit on the Finance Committee when scholarship applications are being reviewed. Come prepared to discuss financial accessibility with the committee, including information regarding specific criteria in the applications that should be given consideration.
- 5) At least once a semester, convene with other Committee Coordinators at the Long Range Planning Committee meeting to discuss overlap in their work.
- 6) Sit on Personnel Committee.
- 7) Hold weekly office hours with the SOPAs as part of a "community support" office hour, in either the OSCA office or another publicized location.
- 8) Be accessible to OSCA members by phone, email, office hours, or by appointment.

Other Responsibilities

- 1) Educate yourself about the history of accessibility issues in OSCA, including history of the Accessibility Committee and Third World Co-op.
- 2) Refer to documents on the OSCA server and previous Accessibility Committee Coordinators for additional documents or other useful institutional memory.
- 3) Revise old and outdated policies, and write new proposals to address issues of accessibility.
- 4) The Accessibility Committee Coordinators are responsible for ensuring that minutes are submitted to the Chair of the Board by the beginning of that week's Facilitation meeting. Submit either a summary or full minutes of each of your committee's meetings to be included in the Board packet.
- 5) Submit monthly stipend reports to the President for presentation to the Board (September, October, November, December, February, March, April, May).
- 6) Appoint and train your Replacement.
- 7) Revise this job description and the Accessibility Rep job description at the end of the year.
- 8) Save all electronic files relevant to your position on the OSCA server before the end of the year.
- 9) Sit on all necessary appointments committees.
- 10) Ensure that one Education Coordinator sits on the Accessibility Committee.
- 11) Coordinate individual co-op AccessCo Nights.
- 12) Plan ahead!

Education, Outreach and Advocacy Timeline

In the beginning of the semester:

- 1) Begin planning the semester's Privilege & Oppression Symposium as early as possible. Meet with Education Coordinators early to begin planning.
- 2) Meet with the all-OSCA Treasurer early on about Multicultural Programming Fund. Manage the Multicultural Programming Fund together throughout the semester.
- 3) Establish consistent relationship with the all-OSCA Treasurer to work together on Multicultural Programming Funds and compensation for Privilege & Oppression workshop facilitators.
- 4) Get SOPA trained by Oberlin College's Title IX Coordinator on OC's Sexual Misconduct Policy.
- 5) Put posters in all co-ops with your picture, name, position title, contact information, and office hours.
- 6) Assist with interim in each co-op, as needed to assist with accommodations and keeping co-ops accessible throughout interim. Consider holding extra office hours for the first few weeks of the semester.
- 7) Contact iDLECS and DLECS with information regarding the Accessibility Committee to share with their co-ops (including the date for the Accessibility Rep training), and strongly urge them to elect Accessibility Reps as soon as possible.
- 8) Plan a training meeting for the Accessibility Reps that includes education on issues of privilege and oppression, facilitation, conflict resolution, advocacy for individual co-op members, trans and queer issues, anti-racism, dis/ability issues, allyship, and OSCA's accessibility policies (see section three for information about finding resources).
- 9) Both Coordinators must attend the Board retreat (or equivalent training) and prepare to give a presentation on OSCA's accessibility and anti-oppression resources.
- 10) Contact individuals who requested information about OSCA's accessibility policies in their applications to inform them of potential accommodations and address any questions or concerns they might have regarding accessibility in OSCA. After the lottery in the Spring, these individuals must be contacted *before* membership contracts are due to allow them time to determine whether OSCA will be able to accommodate their particular needs. Please contact the Membership Secretary to obtain these members' names.

11) Make an effort to collaborate with the College's Office of Disability Services and update them with any changes in the OSCA accessibility policies regarding accommodations for students with disabilities.

Throughout the semester:

- 1) If Accessibility Reps are not elected within a co-op, one of the Accessibility Committee Coordinators must act as an advocate for self-identified disabled members in that co-op (see the persons with disabilities membership continuing policy, section 2, part 2, "Implementation" for specific responsibilities and forms of advocacy).
- 2) Meet with members requesting accommodations for any kind of documented disability, and members requesting alternative eating arrangements to seek immediate solutions. Communicate with the Accessibility Committee to address any policy-related or individual concerns (anonymously, of course, unless specified otherwise). Confirm member's demonstrated needs to the Membership Secretary to accommodate a switch into another co-op or to CDS – in the case of students requesting alternative eating arrangements include a letter that verifies need by a College official.
- 3) Give presentations, present educational materials, and coordinator speakers and workshops that address issues of privilege and oppression. Communicate with the Multicultural Resource Center (MRC) and other student organizations to collaborate on these events. Also, contact the NASCO Director of Education and Training about potential workshops and educational materials.
- 4) Work with the Education Coordinators to put on mandatory privilege and oppression workshops each semester for all members of OSCA (members must attend at least one such workshop per semester).
- 5) Inform the wider Oberlin community about OSCA's accessibility policies.
- 6) Work with Operations Managers and Education Coordinators to coordinate accessibility for Iron Chef

At the end of the semester:

- 1) Fall semester, meet with the Winter Term Membership Secretary and train them to take over accessibility-related responsibilities over winter term (see Winter Term Membership Secretary job description).

Things you need to know to do your job and how to find them out

- Learn about OSCA's history and find resources and educational materials by talking to the Education Coordinators. Also, check out the OSCA library and peruse the hundreds of files in the Accessibility/COPAO folder on the office computers.
- Be comfortable running meetings and become familiar with facilitation strategies. These skills can be learned by attending a facilitation meeting or workshop at the beginning of the semester for new members of OSCA, which is led by the Education Coordinators.
- Be familiar with the physical layout of the co-ops to be most helpful to members seeking accommodations for disabilities. Keep a record of which buildings are accessible/inaccessible and in what ways. It's important to keep track of whether the Harkness elevator is functioning!
- Remember that you are a committee coordinator. Utilize your committee to help you make decisions, complete tasks, brainstorm and more!

General Advice

- Be prepared to face apathetic and unmotivated Accessibility Reps who are easily overwhelmed and need a lot of guidance and support. By the time the training happens, you must already have ideas of things you want to accomplish for the semester.
- Establish semester goals at the first meeting and stick to accomplishing them! Keeping a written or typed timeline is really helpful for both the Reps and the Coordinators. The timeline should be flexible, but be sure to stick firmly to agreed-upon deadlines. Also, make sure the Reps are fulfilling all their responsibilities. Requesting activity reports from the Reps helps them stay on track and allows you to keep a record of what they are doing in their co-ops and how much time they are spending doing their jobs.

- Be prepared to handle conflict and resistance. People on your committees, in regular members, and members of the Board all have different ideas about how accessible OSCA is and opinions on how to address issues of accessibility. Actively listen, engage, and cooperate, but don't be hesitant to be firm and direct.
- Take initiative! Organize proactively as much as you can; come up with projects to tackle and do them!

Approved by the Personnel Committee