

STEWARD COORDINATOR ROLE DESCRIPTION

Steward Coordinator: Teams select a member to play this role in sites with four or more stewards.

Note: *Sites with a Full-Time Steward do not select a Steward Coordinator as these duties fall within the Full-Time Steward job description.*

Steward Coordinators play a crucial role in the BCNU leadership chain. They act as the primary liaison between their worksite team, the Regional Executive, and the broader organization and help to align BCNU's efforts at all levels.

The primary role of the Steward Coordinator is to lead and manage their steward team and help it to develop and work in a cohesive, effective and organized manner. They ensure team members understand their role as stewards and as the face of BCNU at the worksite. They lead efforts to recruit stewards, and work to help stewards grow and develop. They guide team efforts to increase member engagement and support for the steward role.

Steward Coordinators are proficient in the practice of labour relations and contribute to the work of the team. They confidently track and coordinate the team's work and facilitate a division of work that supports all stewards to learn and grow, encouraging relationships of mentorship and collaboration within the team. They lead team efforts to promote a proactive and respectful labour-management climate at the worksite.

Steward Coordinators are trained and supported to:

- > Lead, grow and develop a team; promote positive team culture; manage and organize a team's work; and work skillfully with conflict dynamics.
- > Direct and contribute to the labour relations work of the team, monitoring for a consistent approach across the team and ensuring local labour relations efforts align with those of the broader union.
- > Promote a positive labour-management relationship in the workplace, taking the lead role at union-management meetings.
- > Promote strong member engagement as a key element of steward work.
- > Recruit and integrate new stewards to the team, putting in place learning, mentorship and other supports as required.
- > Facilitate regular, effective steward meetings to keep the team connected and coordinated in their efforts; lead the team in regular planning, strategizing and evaluation of their work.
- > Track the overall workload of the team, facilitating an allocation of work that shares the load, best utilizes stewards' different strengths, and provides opportunities for growth and development.
- > Support steward growth and retention by helping each team member map out and pursue a learning and development pathway and access opportunities for formal and informal learning, and expansion into new roles and challenges.
- > Mentor individuals and/or assist in establishing mentorship relationships between others.
- > Work closely and collaboratively with regional leaders and staff, building strong two-way communication and understanding.
- > Be the primary contact between management and the steward team, communicating clearly that the Steward Coordinator assigns steward work, and is the person to whom issues, concerns or requests for assistance should come.

Course approvals: *in sites with a Steward Coordinator (4 or more stewards) applications for provincially-funded steward courses may be approved by the Steward Coordinator.*