



The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, and representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition, we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

FOODBANK VOLUNTEER COORDINATOR

The CSA FoodBank provides University of Guelph students' access to emergency food, anti-poverty resources, and referrals to other food security, anti-poverty and financial assistance groups. Students may drop in and receive 30 food items each month. The FoodBank operates on an honesty policy, meaning clients do not need to provide financial information to become a client. This service is always confidential.

The FoodBank relies on volunteers to stay open and accessible for the visitors who rely on it. The Volunteer Coordinator is primarily responsible for scheduling volunteers, organizing volunteer training and coordinating volunteer appreciation initiatives, as well as ensuring the promotion of the FoodBank to the campus community through campaigns and other methods.

Term	August 27 to December 14, 2018, 16 weeks January 7 to April 19, 2019, 15 weeks Total of 31 Weeks
Hours	10.5 hours per week, 325.5 hours total
Wages	\$4,997 (includes vacation pay)
Immediate Supervisor	FoodBank Coordinator
Executive Supervisor	Vice President External

TRAINING AND TRANSITION:

- Required to attend the full day CSA Transition Training Day for all incoming and outgoing staff members on Saturday, April 7
- Mandatory full day Staff Training prior to the start of the contract, as well as other Training sessions/workshops scheduled by the Policy & Transition Manager covering topics related to conflict resolution, inclusivity, relationship building, CSA policy and bylaws, Health and Safety, etc.
- Required to receive up to 7.5 hours one on one training at minimum wage from the outgoing FoodBank Volunteer Coordinator
- Required to provide up to 7.5 hours of one on one training to the new incoming FoodBank Volunteer Coordinator
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager prior to the end of your contract
- Required to sit on the FoodBank Volunteer Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor

JOB DESCRIPTION:

- Ensure the FoodBank is operating in an inclusive manner
- Meet as requested with the FoodBank Coordinator
- Maintain a digital, bi-weekly activity log of hours and duties completed to be submitted to your Immediate and Executive Supervisor, as requested
- Meet with your Executive Supervisor as requested
- Assist the FoodBank Coordinator as requested
- Maintain approximately 4 office hours per week
- Ensure that the FoodBank is open Monday to Friday for a minimum 25 hours a week, through coordination with the FoodBank Coordinator and volunteers.

- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and fewer hours at other times throughout this contract
- Be available by appointment basis outside of set FoodBank hours, if required
- Act as the primary point of contact for FoodBank volunteers.
- Organize and maintain a schedule for volunteers staffing the FoodBank
- Recruit volunteers through volunteer fairs and on-campus advertising and to seek out new methods of advertisement for recruiting volunteers
- Design and facilitate individual volunteer training and orientation
- Coordinate a volunteer appreciation event once a semester.
- Maintain organized records and event reports that outline successes and challenges of events organized throughout the year
- Maintain the Volunteer Binder, that will explain CSA FoodBank operation to new volunteers in collaboration with the FoodBank Coordinator
- Design and facilitate a full-day training session for all volunteers in collaboration with the FoodBank Coordinator and the VP External
- Support volunteer involvement in committees designed to help manage the FoodBank's programs (cooking classes, fundraising campaigns, and garden) as well as chair one or more of these committees
- Seek out and provide opportunities for volunteer engagement outside of volunteers' regular shift hours
- Collaborate with the FoodBank Coordinator and the Promotional Services & Graphic Designer on issues related to advertising
- Support the Foodbank Coordinator in the coordination of campus-wide Food Drives
- Pursue new initiatives at the FoodBank in keeping with the organization's core goals and values under the guidance of the FoodBank Coordinator.
- Network with relevant community and on-campus groups in order to ensure knowledge of the on-campus FoodBank and anti-poverty resources in collaboration with the FoodBank Coordinator.
- Coordinate the FoodBank's participation in Meal Exchange's Hunger Awareness Week

QUALIFICATIONS:

- Strong understanding of, and commitment to, diversity and inclusion
- Strong leadership skills and ability to motivate, inspire and give direction
- Strong communication and writing skills
- Ability to work independently with minimal supervision
- Good organization and time management skills
- Experience with Volunteer Management
- Some knowledge of FoodBank operations and willingness to learn more
- Experience volunteering in anti-poverty organizations an asset
- Working knowledge of the University of Guelph environment and resources an asset
- General knowledge of the CSA and its operations an asset

Deadline for applications is Friday, February 16, 2018 at 12:00 PM (noon)

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

For a complete copy of the CSA Hiring Policy, visit <https://csaonline.ca/about/bylaws-policies>. The CSA hiring policy is found in Appendix D of the Policy Manual, Section 4.0.

The CSA is a committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.

The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations please contact csamain@uoguelph.ca.