



The Central Student Association (CSA) is the undergraduate student union at the University of Guelph. We advocate on behalf of our membership, 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.

MEAL EXCHANGE - VOLUNTEER & DONATIONS COORDINATOR

CSA's Meal Exchange Program is the largest and most developed chapter of the National Meal Exchange program. Throughout the year, the program runs events to address local hunger, primarily by collecting non-perishable foods and funding for local charities. Major events include Share-A-Meal, Trick-or-Eat and Hunger Awareness Week.

Primary responsibilities for the Volunteer and Donations Coordinator are volunteer recruitment and management. They are the primary contact and resource to volunteers, ensuring participation in Meal Exchange campaigns and events. Additionally, they coordinate donation and fundraising initiatives for programs and events.

Term	Summer 2018: 40 Flexible Hours (<i>plan to attend the National Meal Exchange Conference</i>) September 2 to November 30, 2018, 13 weeks January 7 to April 5, 2019, 13 weeks Total of 26 Weeks plus Flex Hours
Hours	12.5 hours per week, 365 hours total (<i>hours will vary from week to week, with September and October requiring many additional hours</i>)
Wages	\$5,603 (includes vacation pay)
Immediate Supervisor	Meal Exchange 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
- Required to attend a full day of Staff Training, and other Training sessions/workshops scheduled by the Policy & Transition Manager covering topics related to conflict resolution, inclusivity, 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 Volunteer and Donations Coordinator
- Ensure you receive passwords to the office computers, and administrator privileges to the Facebook and Twitter Accounts, email account, and GryphLife page
- Required to provide up to 7.5 hours of one on one training to the new incoming Meal Exchange Donation and 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 Meal Exchange Volunteer and Donation Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor

SUMMER DUTIES AND ORIENTATION WEEK (40 FLEX HOURS):

- Contact all the community organizations supported by Meal Exchange Guelph and develop a plan for supporting these organizations throughout the year
- Develop a volunteer recruitment and retention strategy
- Work with the Meal Exchange Coordinator to ensure a Meal Exchange presence and promotion during Orientation week

- Complete OADA training
- Aim to attend the Meal Exchange National Student Food Summit (typically held in late June)
- Assist the Meal Exchange Coordinator with event preparation for Orientation Week

SUMMER EXPECTATIONS:

- Meet regularly with the Meal Exchange team (virtually or in person) to discuss plans and progress
- Monitor and respond to emails
- Attend a team meeting prior to Orientation Week to prepare for the O-week event
- Be available to assist with running a Meal Exchange Orientation Week event, and focus on volunteer recruitment

PROGRAMMING DUTIES AND RESPONSIBILITIES:

- The major responsibilities of this position are to run the events Trick-or-Eat (October 31, 2017) and Share-A-Meal (January to March). These events will require the full cooperation and dedication of all members of the Meal Exchange staff, and will require a great deal of time and energy. The Meal Exchange Coordinator is the main director of these events, and may need to delegate additional tasks. The expectation during these event periods is that ‘all hands are on deck.’
- Assist in the creation of a timeline for the Meal Exchange program each semester with the other Meal Exchange Coordinators
- Assist other coordinators as necessary with Meal Exchange programs and initiatives
- Work with the other Coordinators to perform a yearly review of operating procedures

VOLUNTEER MANAGEMENT

- Develop a strategy to recruit and retain volunteers for Meal Exchange
- Meet and work with the Promotional Services & Graphic Designer to create promotional material for volunteer recruitment
- Recruit at least one volunteer from every residence hall to be a member of the volunteer committee
- Assist in the formation of a volunteer committee that will meet no less than biweekly and has the purpose of assisting with planning and development
- Serve as the scribe during volunteer meetings
- Act as Chair of the volunteer committee and hold regular meetings
- Work with members of the volunteer committee to contribute solid strategies for implementation of Meal Exchange programs
- Facilitate volunteer feedback on the structure and function of each program
- Monitor emails and respond to student and staff requests and inquires promptly while maintaining good communication with volunteers and members
- Update the Meal Exchange ListServ, as required
- Coordinate the writing and distribution of appropriate appreciation letters to volunteers and sponsors who contribute to Meal Exchange during the course of the year

DONATIONS

- Seek out new sponsors as required by the Meal Exchange campaigns
- Organize and seek funding from Bayer Corp, Interhall Council, college governments and other on-campus funding opportunities
- Coordinate and ensure staffing of donation tables and registers for Share-A-Meal

EXPECTATIONS:

- Report to Meal Exchange Coordinator
- Maintain a digital weekly activity log of hours and duties completed to be submitted to your Immediate Supervisor and Executive Supervisor upon request
- Ensure Meal Exchange is operating in an inclusive manner
- Complete the majority of Meal Exchange work in the Meal Exchange Office (average of 10 office hours per week)
- Work with the other Coordinators to perform a yearly review of operating procedures

- Monitor emails and respond to student and staff requests and inquires promptly
- Regularly assist other coordinators as necessary with Meal Exchange programs and initiatives
- Be flexible with respect to hours worked per week
 - Be prepared to work additional hours during the weeks preceding events (particularly during October)
 - Expect to work less than 12.5 hours at some times throughout this contract (for example, in mid-November)
- Required to provide the incoming team with a list of relevant contacts from your work at Meal Exchange
- Ensure that incoming staff have passwords to the office computers, Facebook and Twitter Accounts, email accounts, and GryphLife page
- Required to transfer any Meal Exchange documents on your personal computer to the office computer

MEETINGS:

- Meet weekly with the Meal Exchange staff team
- Meet with your Executive Supervisor as requested
- Attend one monthly CSA Staff Meeting

QUALIFICATIONS:

- Excellent organization and time management skills
- Excellent written and verbal communication skills
- Ability to promote Meal Exchange at Guelph and recruit new members
- Experience coordinating volunteers in an asset
- Experience collaborating with community groups is an asset
- Ability to work independently and as part of a team
- Strong understanding and knowledge of poverty issues and food distribution in Canada, particularly in the Guelph area
- Experience fundraising is an asset
- Strong commitment to inclusivity
- Experience volunteering with Meal Exchange is 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 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.