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 Bullring, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing and promotional services.

FOODBANK VOLUNTEER COORDINATOR

The Guelph Student 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 visitors do not need to provide financial information when they register. 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.

<table>
<thead>
<tr>
<th>Term</th>
<th>September 7 to December 18, 2020, 15 weeks</th>
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<tbody>
<tr>
<td></td>
<td>January 11 to April 23, 2021, 15 weeks</td>
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<td></td>
<td>Total of 30 Weeks</td>
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<tr>
<td>Hours</td>
<td>10.5 hours per week, 315 hours total</td>
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<td>Wages</td>
<td>$5,040 (includes vacation pay)</td>
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<tr>
<td>Immediate Supervisor</td>
<td>FoodBank Coordinator</td>
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<tr>
<td>Executive Supervisor</td>
<td>Vice President External</td>
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TRAINING AND TRANSITION:
- Required to attend the full day CSA Transition Training Day for all incoming and outgoing staff members on **Saturday, March 28, 2020**
- Required to attend an additional staff training day and other training sessions/workshops scheduled by the Office Manager and Policy & Transition Manager covering topics related to conflict resolution, inclusion, Health and Safety, etc.
- Required to receive up to 4 hours of one-on-one training at minimum wage from the outgoing FoodBank Volunteer Coordinator
- Required to provide up to 4 hours of one-one-training to the new incoming FoodBank Coordinator prior to the end of this contract
- May be required to sit on the FoodBank Volunteer Coordinator hiring committee as directed by the VP External

JOB DESCRIPTION:

GENERAL RESPONSIBILITIES:
- Ensure the FoodBank is operating in an inclusive manner
- Maintain a digital time log (stored on the FoodBank’s G:drive) to be available for review by your supervisor and the Business Manager on a biweekly basis (Friday of a pay week)
- 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 outside of set FoodBank hours, if required
- Assist and meet with the FoodBank Coordinator as requested
PROMOTION & EVENTS:
- Support the Foodbank Coordinator in the coordination of campus-wide Food Drives.
- 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 Hunger Awareness Week.
- Consider new initiatives at the FoodBank in keeping with the organization’s core goals and values under the guidance of the FoodBank Coordinator.

VOLUNTEER RECRUITMENT AND MANAGEMENT:
- Collaborate with the FoodBank Coordinator and the CSA Graphic Designer to develop a volunteer recruitment and promotion strategy.
- Recruit volunteers through volunteer fairs and on-campus advertising.
- Design and facilitate a full-day training session for all volunteers in collaboration with the CSA Office Manager and the FoodBank Coordinator.
- Maintain the Volunteer Binder, that will explain CSA FoodBank operation to new volunteers in collaboration with the FoodBank Coordinator.
- Together with the FoodBank Coordinator, ensure volunteer contracts are signed and training completed before volunteers are permitted to work at the FoodBank.
- Arrange a meet and greet with the newly recruited volunteers, FoodBank staff and the VP External early in the Fall semester.
- In collaboration with the FoodBank Coordinator, maintain a detailed file for every volunteer, clearly tracking training, duties performed, hours worked with activity details, and when requested include letters of reference.
- Act as the primary point of contact for FoodBank volunteers.
- Ensure that the FoodBank has adequate volunteer coverage from Monday to Friday for a minimum 25 hours a week, through coordination with the FoodBank Coordinator and volunteer staff.
- Organize and maintain a schedule for volunteers staffing the FoodBank.
- Maintain organized records and event reports that outline successes and challenges of events organized throughout the year.
- 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.
- Coordinate a volunteer appreciation event once a semester.

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.
- Experience with Volunteer Management.
- Ability to work independently with minimal supervision.
- Good organization and time management skills.
- Some knowledge of FoodBank operations and willingness to learn more.
- Experience volunteering in anti-poverty organizations an asset.
- General knowledge of the CSA and its operations an asset.

Deadline for applications is Wednesday, February 26, 2020 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 C 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.

New hires who require an Accommodation Plan must request a meeting with either the Business Manager or the Office Manager (CSA HR Support Team) prior to the hire date specified in the employment contract. This meeting will be confidential and specific to the individual’s needs.