POSITION DESCRIPTION

Position Title: Campus Food Bank Coordinator
Department: Volunteer Services
Position Status: Active
Employment Type: Part-time (15 hours per week)
Employment Term: August 2024 – April 2025

POSITION SUMMARY: (Overview and Purpose)
This role is part of a team of two SU Campus Food Bank Coordinators. Together the coordinators will be responsible for the management of volunteers, program development and the overall operation of the SU Campus Food Bank. They will work closely with the Coordinator, Volunteer Services (CVS) and the Manager, Student Services (MSS) to ensure the SU Campus Food Bank runs smoothly and operates within the Students’ Union Volunteer Services (SUVS) structure.

REPORTS TO: Coordinator, Volunteer Services

COMMITMENT:

Hours
The coordinators are expected to work the majority of the allocated 15 hours per week during regular office hours (8:30 AM - 4:30 PM). The coordinators will also be required to work additional budgeted hours when recruiting and training volunteers as well as during a variety of events, such as participation in the volunteer recognition event held at the end of the winter term.

Training
The coordinators are required to attend all SUVS program coordinator training as dictated by the CVS, including a one-day volunteer management course and the annual Student Services Orientation, both held in the latter half of August. In addition, the coordinators will attend any training sessions specific to their position, as determined by the CVS.

KEY RESPONSIBILITIES:
The coordinators will carry out all duties according to the SUVS General Guidelines, and all policies and procedures specific to the SU Campus Food Bank.

Volunteer Management
- Recruit, train, supervise, and develop a team of volunteers.
- Schedule adequate volunteer coverage during Volunteer Services office hours including interviewing, scheduling, delegating and evaluation of volunteer performance.
- Evaluation of volunteer performance, including check-in meetings with all volunteers.
- Motivating and recognizing volunteers.
Program Administration
- Attend weekly meetings with the CVS.
- Produce program goals, action plans, event and term-end reports by given deadline.
- Ensure volunteer hours and program spending are accurately recorded and tracked.
- Ensure proper food supply in both the food bank and storage area.
- Maintain client statistics and files.
- Update the SU Campus Food Bank policies and procedures in consultation with the CVS.
- Report on SU Campus Food Bank statistics regularly.

Food Bank Operations
- Ensure all donations are accurately recorded and recognized.
- Ensure proper sanitary food practices are maintained.
- Coordinate regular food orders.
- Implement other programming and services, such as the Good Food Box, Holiday hampers, and Ramadan hampers.

Client Relations
- Ensure that clients are educated on SU Campus Food Bank policies and procedures.
- Educate clients regarding resources available to them on and off campus.
- Model professional interactions when working with clients.

REQUIRED SKILLS, ATTRIBUTES, AND EXPERIENCE:
- A current undergraduate student attending the University of Calgary.
- Demonstrated organizational and time-management skills to meet deadlines, ongoing program commitments, and emerging priorities.
- Superior interpersonal skills to interact positively, and professionally with food bank clients.
- Discretion, good judgment, and ability to maintain composure under pressure.
- Well-developed written and verbal communication skills to ensure self and others have a clear understanding of plans, activities, issues and other relevant information, and to ensure information is shared in an effective and collaborative manner.

BENEFITS:
- Gain experience working in a not-for-profit environment.
- Enhance your leadership skills and abilities.
- Gain project management skills.
- Enhance your group facilitation and communication skills.
- Increase and expand your knowledge of issues and services related to food security.
- Management of volunteers.
- Practicing conflict resolution skills and learning to work in a job share.
- Being part of a team, preparing you for the work world.

The successful candidate may be able to re-apply for this position provided they are enrolled in undergraduate studies.