



USC Position Descriptions



FOOD SUPPORT SERVICES

FOOD BANK VOLUNTEERS [10]

PRIMARY RESPONSIBILITIES

1. Attend meetings organized by your VP and/or coordinator
2. Communicate with the FSS VP Volunteer to be scheduled each week for a (minimum) 2 hour shift
3. Arrive punctually for your scheduled shift (and communicate with FSS VP Volunteer if you will experience difficulty arriving at your shift)
4. During your 2 hour (minimum) shift, manage the following food bank operations:
 - a. Fill requested food hampers
 - b. Help visitors and answer any questions they may have
 - c. Organize food bank items by expiry date and shelve new donations
 - d. Provide feedback to FSS Coordinator on the best ways to improve the food bank
5. Promote our events and initiatives

EXPECTED COMMITMENT

Minimum 2 hours/week commitment.

If you have any questions about the position or the application process, please contact Nawal Arshi, Food Support Services Coordinator at foodsupport@westernusc.ca

OUTREACH VOLUNTEERS [2]

PRIMARY RESPONSIBILITIES

1. Attend biweekly meetings organized by our VP and/or coordinator
2. Assist VP Outreach in creating meaningful partnerships with local businesses, charities, and organizations
3. Compile contacts within the university including residence councils, clubs, and professors of large classes
 - a. Reach out to those contacts to promote our programs
4. Ideally, an upper-year student who is involved with the university community
5. Picking up items from sponsors
6. Promote our events and initiatives

EXPECTED COMMITMENT

Expected to be 1-2 hours per week. Time commitment might increase during weeks with planned events.

If you have any questions about the position or the application process, please contact Nawal Arshi, Food Support Services Coordinator at foodsupport@westernusc.ca

EVENTS VOLUNTEERS [6]

PRIMARY RESPONSIBILITIES

1. Attend biweekly meetings organized by our VP and/or coordinator
2. You will be the brainstorming powerhouse of FSS events so bring your creativity to our meetings
3. You will have an opportunity to be involved in planning and executing both in person or virtual events
4. Be educated about Food Support Services and be able to answer or direct inquiries
5. Promote our events and initiatives

EXPECTED COMMITMENT

Expected to be 1-2 hours per week. Time commitment might increase during weeks with planned events.

If you have any questions about the position or the application process, please contact Nawal Arshi, Food Support Services Coordinator at foodsupport@westernusc.ca

COMMUNICATIONS AND GRAPHICS [2]

PRIMARY RESPONSIBILITIES

1. Attend biweekly meetings organized by our VPs and/or coordinator
2. Communicate with the FSS VP Communications and VP Graphics to plan social media content schedules
3. Take pictures and videos at our events
4. Assist in making graphics and promotional materials
5. Help manage social media platforms
 - a. Work with your VP communications and VP Graphics to develop & strengthen social media strategy
 - b. Analyze social media analytics to make data-driven decisions to improve our socials (analytics, hashtag analysis, research on similar pages)
6. Promote our events and initiatives

EXPECTED COMMITMENT

Expected to be 1-2 hours per week. Time commitment might increase during weeks with planned events.

If you have any questions about the position or the application process, please contact Nawal Arshi, Food Support Services Coordinator at foodsupport@westernusc.ca