University Students’ Council – Position Description

Position Title: Upcycle Centre Coordinator
Supervisor: Vice President University Affairs
Remuneration: Honoraria $3000
Hours of Work: 5-8 hours per week average, 10-15 hours during peak time
Term: June 1st – April 30th

OVERVIEW:
The Upcycle Centre Coordinator is expected to build a safe, welcoming, and inclusive space for students to easily access clothing for free. In addition to managing the USC Upcycle Centre and various clothing drives, the Coordinator will also have the opportunity to educate students on financial insecurity and address stigma surrounding financial insecurity on campus through advocacy as well as online and in-person campaigns and initiatives.

DUTIES AND RESPONSIBILITIES:

- With the support of the AVP Wellness Equity, build out a system which allows students to search for and select products which will operate both online and in person. This will require the development of: virtual and physical mediums to display products; an order form; a distribution process; and more.

- With the support of a leadership team, assess student need over time, consult with students, and build upon the program to support these needs as they arise.

- Respond to and fill all requests for clothing within forty-eight (48) hours of receiving the request.

- Ensure that the Upcycle Centre inventory is stocked with quality clothing, winter gear, business attire, and other needs which come forward from students; is replenished; and is readily available at all times throughout the academic year.

- Ensure that students-at-large are aware of the holiday hours during which the service will not remain open via the USC website, Upcycle Centre social media platforms, and other avenues; and ensure students are aware of alternate services during these times.

- Oversee the content produced for and promoted on the Upcycle Centre social media platforms.

- Responsible for regularly reviewing, organizing, and maintaining all inventory.

- Organize one campus clothing drive per academic term in collaboration with relevant student groups; and two initiatives per semester with a focus on equity, diversity, and inclusion with the support of the Vice President Student Support and Programming.
• Plan and execute training for USC Upcycle Centre volunteers related to confidentiality; operations; distribution; and other best practices, in partnership with the VP University Affairs and AVP Wellness Equity.

• Create and promote a network of services in the community focused on combating financial insecurity affecting post-secondary students.

• Maintain and update log records for the frequency of use of the service by students and identify peak usage times during the year.

• Responsible for the recruitment, selection, and management of a leadership team and larger Upcycle Centre Committee, in consultation with the AVP Wellness Equity.

• Contribute to the budgeting proposal process with the AVP Wellness Equity for all portfolio initiatives and oversee the Upcycle Centre budget.

• Maintain an active working relationship with the VP University Affairs and AVP Wellness Equity.

• Adhere to USC bylaws, policies and procedures.

• Respect the authority of the USC Executive, specifically the expectations communicated by the VP University Affairs.

• Ask for help with projects and tasks where needed.

• Complete an interim and final report in compliance with the USC’s Final Reports Procedure.

• All USC Coordinators are encouraged to promote each other’s events. This will ultimately benefit everyone in their efforts to promote their initiatives.

• Sit on working groups and committees at the request of the VP University Affairs.

QUALIFICATIONS:

• All Coordinators must be an undergraduate or professional student as defined by Western University during the school year they are in the Coordinator role.

• A Coordinator cannot hold another USC paid position, USC Councillor position, or Director position on the USC Board of Directors.

KNOWLEDGE, SKILLS and ABILITIES:

• Interpersonal Communication: The Upcycle Centre Coordinator position requires strong interpersonal communication skills, given the need to work concurrently with a number of project stakeholders. Able to provide constructive feedback to project stakeholders and
communicate expectations effectively through written and oral mediums.

- **Project Management:** The Upcycle Centre Coordinator will act as project manager for all the projects incumbent upon the Upcycle Centre Committee to accomplish. Strong organisational and time management skills are paramount to the success of these projects. The Upcycle Centre Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.

- **Group Facilitation:** In leading the Upcycle Centre Committee, the Upcycle Centre Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilise a diverse range of team member skills, recognizes how team members can serve to complement one another. Able to effectively facilitate team decision-making processes, especially when navigating collaborative creativity among team members. Fosters team culture that supports consensus building and the development of its members.

**TRAINING:**

- The Upcycle Centre Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President University Affairs and the USC People and Development.

- The Upcycle Centre Coordinator will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.