



University Students' Council – Position Description

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| Position Title: | Food Support Service Coordinator |
| Supervisor: | Vice President Student Services |
| Remuneration: | \$18/hour |
| Hours of Work: | 10 hours per week average |
| Term: | September 1 – April 30 th |

OVERVIEW:

The Food Support Services Coordinator is expected to work to relieve food insecurity on campus by administering food drives to bring in donations for Food Support Services. In addition to managing food drives, the Coordinator will also have the opportunity to educate students on food insecurity and address food-security stigma on campus through online and in-person campaigns and initiatives.

DUTIES AND RESPONSIBILITIES:

- Create and promote a network of services in the community focused on combating food 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 Food Support Service Committee, in consultation with the Wellness Equity Coordinator.
- Contribute to the budgeting proposal process with the AVP Student Services for all portfolio initiatives and oversee the Food Support Service budget.
- Maintain an active working relationship with the VP Student Services.
- Adhere to USC bylaws, policies and procedures.
- Respect the authority of the USC Executive, specifically the expectations communicated by the VP Student Services.
- Asks for help with projects and tasks where needed.
- 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 Student Services.

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 Operation, AVP, Governance Leader, Intern) or USC Councillor, Purple Care Trustee, or Director position on the USC Board of Directors or the Appeals Board.

KNOWLEDGE, SKILLS and ABILITIES:

- **Interpersonal Communication:** The Food Support Service 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 Food Support Service Coordinator will act as project manager for all the projects incumbent upon the Food Support Service Committee to accomplish. Strong organizational and time management skills are paramount to the success of these projects. The Food Support Service Coordinator should be flexible, able to critically assess and troubleshoot problems and demonstrate effective problem solving in the role.
- **Group Facilitation:** In leading the Food Support Service Committee, the Food Support Service Coordinator should have effective group facilitation skills to ensure a positive and productive experience for all members. Willing to utilize 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 Food Support Service Coordinator will be required to attend all USC-mandated training sessions for Coordinators, as determined by the Vice President Student Services and the USC Human Resources Department.
- The Food Support Service Coordinator will be expected to attend a mandatory EDI and Health and Safety training seminar conducted at the beginning of their term.