

JOB DESCRIPTION

WalkSafe/Food Pantry



Job Title:	WalkSafe/Food Pantry Coordinator	Job Category:	UWSA Coordinator
Department/Group:	University of Windsor Students' Alliance (UWSA)	Reports to:	VP Student Advocacy (VPSA) - Paramjot Singh Gogia
Location:	UWSA office - CAW Student Centre		
		Position Type:	Part Time
HR Contact:	General Manager – Maria Hamilton	Date posted:	
Internal posting URL:	www.uwsa.ca/about/uwsa-opportunities/	Travel required:	No

Applications Accepted By:

UWSA office – CAW Student Centre, Room 209

Phone: 519-971-3600 | E-mail: uwsa@uwindsor.ca | Fax: 519-971-3654

www.uwsa.ca/about/uwsa-opportunities/

General Scope of Duties

ROLE

Reporting to the VPSA the WalkSafe & Food Pantry Coordinator is responsible for the operations of the UWSA Food Pantry and WalkSafe services, including all volunteers, resources and services provided. The Coordinator will supervise, coordinate and develop the service volunteers, promote and organize marketing for the services, purchase and restock food pantry items, and provide monthly statistics and reports as required.

DUTIES AND RESPONSIBILITIES

- Manage the operations of the Food Pantry and WalkSafe services, including but not limited to the budget, marketing and promotion, stock and resources, provision of communication equipment, uniforms, and other supplies and resources
- Organize and promote events, initiatives and activities that promote student safety and food security on campus, and bring awareness to the WalkSafe and Food Pantry services
- Work with the VPSA to create and promote regular educational awareness campaigns on food security
- Serve as a resource for students seeking information on food security issues or WalkSafe matters
- Maintain statistical records on service usage, as defined by the VPSA
- Responsible for developing and implementing service procedures, as needed
- Liaise with Campus Police on WalkSafe matters
- Establish and maintain positive relationships with campus and community partners
- Actively seek and secure sponsorship funding, food donations and logistical support through campus and community partners
- Recruit, hire, train and schedule all Ignite students and volunteers
- Work with Campus Police to facilitate necessary training for Ignite students and volunteers
- Record, track and submit Ignite student hours
- Coordinate, supervise and provide ongoing support to Ignite students and volunteers
- Fulfill any other duties as assigned by the VPSA

ACCOUNTABILITIES

- Organize consistent training for Ignite students and volunteers
- Fulfil weekly operating hours for the service centre, as agreed upon with the VPSA and UWSA
- Ensure the appropriate number of patrol teams are available each night

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- Defined by the VPSA, prepare weekly progress reports on activities and results and status of portfolio objectives, including budgetary reporting, if applicable
- Maintain consistent in-office hours on a weekly basis, as agreed upon with the VPSA
- Prepare a comprehensive transition manual before the end of their term, as defined by the VPSA

PREFERRED QUALIFICATIONS

- Member of the UWSA (full-time undergraduate student)
- Knowledge of, and sensitive to, issues surrounding food security and campus safety
- Strong understanding of, and commitment to inclusivity
- Experience working with a campus safety program (including WalkSafe) or food pantry
- Demonstrates ability to maintain confidentiality
- Demonstrates ability and understanding of volunteer recruitment and training
- Experience supporting and supervising a team
- Strong analytical, problem solving, time management and organizational skills
- Verbal and written communication skills
- Strong administrative skills
- Experience with planning events
- Ability to work independently and in a team environment
- Outstanding fundraising and marketing abilities
- Have a general understanding and knowledge of the UWSA

WORKING CONDITIONS

- Work will require use of a vehicle
- Mentally exhausting at times
- Extraordinary opportunity for personal growth and skills development, due to high level of responsibility and challenges
- Work will primarily take place in a controlled office environment, but also in a variety of event locations around campus, as well as in virtual spaces accessible to University of Windsor students
- Access to office computer, photocopier, office supplies, meeting rooms, etc.

The UWSA is strongly committed to being an equal opportunity employer and recruiting a diverse staff. We encourage candidates to voluntarily self-identify on their application if they are members of traditionally underrepresented communities, including womxn, First Nations, Métis or Inuit persons, persons with disabilities, members of racialized communities, and 2SLGBTQIA-identified persons.

Please note that the UWSA is an independently incorporated students' union operating within the University of Windsor community; this is not a University of Windsor position.