Volunteer

Food Exchange Assistant

RECRUITING: Jan/Feb each year for the next academic year via Job Board
DEPARTMENT: Campus Life
SUPERVISOR: Liz Hilliard – liz.hilliard@ubc.ca
NUMBER OF POSITIONS: 10

Purpose:
The Food Exchange Assistants are student volunteers who work in the Campus Life office and are responsible for facilitating the Food Exchange program and related tasks and activities.

Position Description
The Food Exchange Assistants receive direct supervision from the Manager, Campus Life. The Food Exchange Assistants will work with other full-time staff, student staff and volunteers on the Campus Life team, and the program’s stakeholders.

The Food Exchange Assistant will:
• Work with the Campus Life office to develop, design, and coordinate the Food Exchange program
• Stock the Food Exchange shelf and manage food inventory
• Develop and organize unique, creative, and effective means of securing food and financial donations
• Investigate and apply for grants and other related funding opportunities
• Work with on-campus partners such as Aramark, Parking Services, the Library, and others to raise awareness of and develop outreach for the Food Exchange
• Facilitate conversations with students about their nutritional and food access needs as needed
• Create marketing initiatives and complementary programming for the Food Exchange including the management of social media accounts
• Working with the Communications Assistant, create and manage social media related to the Food Exchange
• Meet regularly with Campus Life staff and with other campus partners and stakeholders, as needed
• Interface professionally with campus partners (e.g., Facilities Management, Campus Recreation, Health & Wellness, Get Involved, Public Affairs, UBCSUO, student groups, etc.)
• Work within a defined budget
• Adhere to UBC and Campus Life policies and guidelines
• Adhere to all social media policies set forth by both the Campus Life office and the University of British Columbia
• Perform related administrative tasks

Commitment
Term: Sept 1 2016 to April 30 2017
Time commitment: 2-3 hours/week
Volunteer

Training requirements

- Specific training will be arranged by the supervisor and will include a combination of in-person and online training

Qualifications

- Be enrolled at UBC’s Okanagan campus
- Maintain a minimum 65% academic average
- Have a respect for and enthusiasm about serving a diverse population
- Have knowledge about food security and/or healthy eating initiatives
- Possess an understanding of limited income/poverty and how it impacts the student population
- Maintain a commitment to confidentiality of Food Exchange users
- Be friendly and professional
- Have excellent written and verbal communication skills
- Have critical and creative thinking skills
- Be a role model and leader
- Be able to work both independently and within a large team
- Have a knowledge of campus resources and buildings
- Be autonomous and self-motivated
- Experience with marketing an asset

You will enhance your skills in...

- **Effective communication** by connecting with other Food Exchange Assistants, campus partners, student users, and community partners to develop programs and systems to support students in need
- **Problem Solving** by looking critically at our program, the services available to students in need, and determining approaches to solve gaps in service and support
- **Professionalism** by working within a group of volunteers and various campus partners to create a successful program to support students

Benefits

- Develop and enhance interpersonal, professional, and organizational skills
- Gain personal satisfaction and growth
- Gain experience working in a professional office environment
- Gain experience working with other volunteers and staff in a collaborative work environment
- Ability to contribute and develop new programming ideas and initiatives
- Increased problem solving skills
- Enhanced networking skills
- Invitation to attend other professional development opportunities
- Invitation to attend the Student Leadership Conference and other professional development opportunities
- Certificate of recognition and may request a letter of recommendation upon successful completion of term

*Please note, the Campus Life Office expects each team member to act as an ambassador of the university and its programs and services. This expectation includes behaviour both online and in-person.*