




1055 Military Trail, Student Centre, SU#08
 (416) 287-7047

[About](#) [Services](#) [Events](#) [Campaigns & Equity](#) [Opportunities](#) [Partners](#) [Contact](#)

Food Program Coordinator

 1 weeks ago  admin  No comments

SCSU

 Part Time  Anywhere  Posted 1 week ago

Position Title:	SCSU FOOD PROGRAM COORDINATOR
Organization:	Scarborough Campus Students' Union (SCSU)
Position Type:	Contract; Hourly
Remuneration:	\$14/hr
Approximate Hours per Week:	5-10 Hours a Week
Contract Duration:	Sept 1st 2017 – Apr 30th 2018

The Scarborough Campus Students' Union (SCSU) is the not-for-profit organization that represents all Full-Time and Part-Time Undergraduate Students at the University of Toronto at Scarborough (UTSC), and provides to its members a broad range of services, campaigns and events. The Student Centre is operated by SCSU and serves as the central hub of student life and services in the UTSC community. The Scarborough Campus Students' Union (SCSU) intends to hire a Food Program Coordinator to work for the rest of the semester in setting up a food bank, with a chance of extension.

RESPONSIBILITIES

Food Bank Responsibilities

- Establish an atmosphere of respect and dignity in all areas of the food bank that includes:
 - Ensuring confidentiality of information;
 - Creating a warm, welcoming and respectful environment for clients and volunteers;
 - Respecting the cultural, religious and personal preferences and customs of clients;
- Ensure the daily operations of food bank program, including information and referral services located at Daily Bread-run food banks and SCSU & UTSC services;
- Place and receive food orders and ensure that food bank shelves are adequately stocked and organized, and that pre-packs of food are available for distribution on an emergency basis;
- Promote and model client-centred service, while working directly with clients, completing client intake discussions utilizing the Link2Feed Database, and supporting clients' information, referral and support needs;
- Provide directly (and supervise) crisis intervention and short-term support to program participants as needed.

Volunteer/Student Leadership, Empowerment and Coordination

- Implement strategies to recruit sufficient volunteers, students and mentors.
- Train, schedule, supervise and support volunteers and students. Ensure tasks are delegated to volunteers and students as required;
- Ensure adequate staff and volunteer coverage of food bank;
- Design and implement ongoing training and staffing approaches that utilize train-the-trainer, participant engagement, and mentoring and/or peer advocacy models of practice, aimed at increasing the capacity of volunteers, clients, mentors, students, etc. to work

independently and as a team.

Programs and practices

- Research, develop, and implement best practices related to program policies, procedures, and guidelines.
- Modify or develop organizational and administrative processes that ensure consistent service quality and optimized workflow.
- Ensure accurate maintenance of client records and statistics.

REQUIRED SKILLS/EXPERIENCE:

- Experience working in a food security or social service program;
- Experience providing information and referral and/or direct support to individuals and families experiencing poverty and or/challenging social issues;
- Experience as an individual who lives or has lived on a low income or within an equity-seeking group is an asset;
- Proven skills and experience with program development, supervision and coordination, organizing and prioritizing tasks;
- Excellent interpersonal, communication, team building and leadership skills; with a proven ability to take initiative, work independently, train, supervise and support others within a team approach;
- Strong crisis intervention and conflict management skills;
- Demonstrated ability to work with diverse groups of individuals;

KEY COMPETENCIES AND SKILLS

- Commitment to working for and with low-income people, diverse cultural groups and to the principles of anti-oppression, diversity and social justice work;
- Understand the dynamics of working in a team environment and with volunteers to build a strong cohesive team;
- Commitment to providing a high standard of client service and an atmosphere of respect and dignity in all aspects of the work;
- Strong ability to problem-solve; prioritize and manage conflicting needs and deadlines;
- Ability to respond quickly and effectively to challenging situations;
- Organized and detail-oriented, able to multi-task and prioritize in order to meet targets and timelines;
- Approaches problems and challenges as opportunities;
- Sets and ensures high standards of service;
- Verbal and written proficiency in English;
- Proficient with various computer programs, including: Microsoft Word, Excel and Access, and the ability to navigate e-mail and the Internet; the ability to learn new software;
- Creative in visioning and systematic in execution of programs, with a commitment to follow-through.

PLEASE NOTE: SCSU is an independently incorporated organization working within the University of Toronto community. This position is NOT a University of Toronto staff position.

Interested candidates should send their résumé, cover letter to applications@scsu.ca by 5:00 p.m. on July 15th, 2017.

We thank all who apply, but only those candidates selected for interviews will be contacted.

Apply for job

Quick Links

Elections

Board of Directors

Lockers

SCSU on Facebook

Office Hours (Summer Semester)