



Executive Committee Support Position

Food Bank Coordinator

25/5/10, 30/5/11

Page 1 of 2

Reports to: Vice President Services
Student Association Executive Committee

Description: The Food Bank Coordinator will be responsible for ensuring the Student Food Bank is running at an efficient capacity as well as ensuring the students have access when needed. The Food Bank Coordinator is appointed by, reports to and works in collaboration with the SA Vice President Services. This position is subject to performance review at the end of each semester, or as deemed necessary, by the Executive Committee.

Key Responsibilities:

1. Abide by the constitution, bylaws, policies and procedures of the Student Association and the Nova Scotia Community College.
2. Consult with members of the Student Association Executive to determine needs of the Food Bank and replenish the Food Bank as necessary.
3. Organize and coordinate the recruitment of student volunteers to staff the food bank, if/where necessary to provide standard hours of operation.
4. Plan, assign and generally direct the work of food bank volunteers.
5. In conjunction with the SA Vice President Services, develop and coordinate campus food drives.
6. Monitor and evaluate the efficiency and effectiveness of food drive initiatives as well as the overall service provision to students from the campus Food Bank.
7. Develop awareness campaigns and/or services for students to promote healthy eating as well as address issues of food security and student hunger.
8. Evaluate potential partnerships with community as well as national organizations that address issues of nutritional awareness/food security/student hunger (i.e. Meal Exchange, community food banks, etc).
9. Perform other duties as assigned by the SA Vice President Services.

Reporting Relationship:

1. Meet regularly with the Vice President Services to seek their direction and feedback on proposed initiatives and to ensure that food bank efforts are effectively coordinated and efficiently planned.
2. Work with the Vice President Services to administer, report, and reconcile the Student Association food bank budget, as approved by the Student Association Students' Council and in consultation with the Vice President Finance.



Executive Committee Support Position

Food Bank Coordinator

25/5/10, 30/5/11

Page 2 of 2

3. Provide end of semester activity report to the Vice President Services and Student Life staff and attend both Student Association Students' Council and Executive Committee meetings as requested.
4. Maintain all records pertaining to food bank, including financial reports, food drives, other food bank initiatives, and ensure that they are given to the Student Association Vice President Communications at the end of each semester.

Knowledge/Skills/Abilities/Requirements:

1. NSCC student in good academic standing.
2. Ability to work in team environment; team player.
3. Computer literacy, including Microsoft excel, email and internet usage.
4. Good oral and written communication skill.
5. Good time management and organizational ability.
6. Great interpersonal and conflict management skills.