

JOB DESCRIPTION

Walksafe Coordinator



Job Title:	Walksafe/ Food Pantry Coordinator	Job Category:	UWSA
Department/Group:	University of Windsor Student's Alliance	Reports to:	VP Student Services
Location:	UWSA office - CAW Student Centre		
Level/Salary Range:		Position Type:	
HR Contact:	General Manager	Date posted:	
Internal posting URL:	www.uwsa.ca/about/uwsa-opportunities	Travel required:	No
Applications Accepted By:			
<p>UWSA office – CAW Student Centre Rm.209 (ph.) 519- 971-3600 E-mail: uwsa@uwindsor.ca By Fax: 519-971-3654 www.uwsa.ca/about/uwsa-opportunities</p>			
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<p>ROLE</p> <p>The Coordinator is selected by UWSA in accordance with their bylaws, which govern the appointment of coordinators and commissioners. The coordinator may appoint a volunteer administrative team.</p> <p>Walksafe/Food Pantry exist to provide a safe and comfortable environment for students by providing services of accompanying them on travels across campus, walks home as well as an assortment of food supplies. The Walksafe/Food Pantry Coordinator is responsible for providing a walking patrol program and Food Pantry to the University of Windsor campus. He/she is responsible for the supervision of the student volunteers and must be committed and sensitive to the needs for increased awareness of safety on campus.</p> <p>SPECIFIC ACCOUNTABILITIES</p> <ul style="list-style-type: none"> i) Supervise and direct the operation of Walksafe/Food Pantry. ii) Responsible for the recruitment, training and development of volunteers. iii) Post and maintain regular office hours. iv) Facilitate the training of volunteers in conjunction with the Campus Police designate. v) Design and maintain schedules and statistical records. vi) Ensure the appropriate number of patrol teams are available each night. vii) Ensure the availability of communication equipment, uniform, and other supplies for the efficient operation of programs. viii) Attend various meetings to present information concerning Walksafe and Food Pantry. ix) Promote the services of Walksafe/Food Pantry to facilitate public awareness and education concerning issues relevant to programs. x) Act as a liaison between Walksafe and Campus Police Services. xi) Conduct meetings with Administrative Team and volunteers to discuss and resolve problems of policy and procedure, and disseminate information. xii) Report to the VP Student Services and submit a comprehensive report to the VPSS at the end of each month. xiii) Maintain all stock and resources as it pertains to Food Pantry needs. xiv) Secure both food and monetary donations. xv) Fulfill any other duties as assigned by the VPSS. <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <ul style="list-style-type: none"> • Must be able to maintain in office hours per week • Must be able to complete 500 hours by end of year • Preference will be given to full-time undergraduate students. 			

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