Outreach Student Leader

Location: 2609 University Ave., room 3.108
Primary Supervisor: Coordinator of Student Emergency Services and UT Outpost
Secondary Supervisor: Director of Student Emergency Services
Stipend: $10 per hour, working 10 hours per week for 30 weeks between Fall 2019 and Spring 2020 semesters

Major Responsibilities:
• Work closely with departments, academic departments, and divisions of the University.
• Provide education for volunteers and the university community in order to change the perception of food insecurity in today’s world and at UT Austin.
• Functions as an outlet of information regarding all the university’s and city’s resources that would benefit students.
• Assist with creating volunteer fact sheets to educate them on interactions with students who visit or use the UT Outpost.
• Assist with campus program collaborations between campus departments and partners.
• Organize and participate in educational events on campus to change the perception of food insecurity.
• Assist with the development of marketing campaigns and educational materials.
• Assist with outreach to student organizations, academic departments and University divisions with the goal of promoting food and clothing drives.
• Participate in regular meetings with the volunteer teams.
• Assist with UT Outpost manual updates and Volunteer Training updates.
• Coordinate with any and all necessary UT Outpost staff, Student Leaders, and volunteers.
• Work in compliance with all university, departmental, and programmatic policies, procedures, and standards.
• Complete and submit all required documentation within requested timeframes.
• Maintain campus confidentiality, except when university policy and/or law mandates a report is made.

Training and Other Requirements:
• Completion of the UT Outpost mandated volunteer 1-hour training.
• Completion of additional training sessions as needed.
• Remain in good academic standing and maintain good standing with Student Conduct.
• Completion of all policies and procedures documentation.

Time Commitment:
• Commit to being a Food Pantry Operations Student Leader for the 2019 Fall Semester and 2020 Spring Semester.
• Volunteer 10 hours or more each week, on a mutually convenient schedule (specific offices hours to be determined prior to each semester)
• Attend weekly UT Outpost meetings (date & time TBD).
• A recommended voluntary, but not mandatory, meeting for staff transition: scheduled for May 9th, 2019 from 6pm – 7pm.

Apply by 12PM on April 26, 2019 at https://forms.gle/eUnFb5bE7DoSmHHs8
Sustainability Student Leader

Location: 2609 University Ave., room 3.108
Primary Supervisor: Coordinator of Student Emergency Services and UT Outpost
Secondary Supervisor: Director of Student Emergency Services
Stipend: $10 per hour, working 10 hours per week for 30 weeks between Fall 2019 and Spring 2020 semesters

Major Responsibilities:
- Ensures the operations of the UT Outpost are sustainable and are promoting the preservation of food resources and clothing resources.
- Focused on meeting the constant need of pantry food and professional clothing and actively seeking ways to further and support the intake of those products.
- Ensure maximum consumption of donations with shorter lifespans in order to reduce and eliminate food waste.
- Assist with outreaching to student organizations, academic departments and University divisions with the goal of promoting food and clothing drives.
- Assist in oversight of the day-to-day operation of the food pantry and clothing closet as it relates to sustainability.
- Participate in regular meetings with the volunteer teams.
- Ensure that UT Outpost and its team are adhering to regulations and guidelines in regards to clothing quality.
- Coordinate all necessary tasks in regards to inventory management.
- Assist with UT Outpost manual updates and Volunteer Training updates.
- Coordinate with any and all necessary UT Outpost staff, Student Leaders, and volunteers.
- Work in compliance with all university, departmental, and programmatic policies, procedures, and standards.
- Complete and submit all required documentation within requested timeframes.
- Maintain campus confidentiality, except when university policy and/or law mandates a report is made.

Training and Other Requirements:
- Completion of the UT Outpost mandated volunteer 1-hour training.
- Completion of additional training sessions as needed.
- Remain in good academic standing and maintain good standing with Student Conduct.
- Completion of all policies and procedures documentation.

Time Commitment:
- Commit to being a Food Pantry Operations Student Leader for the 2019 Fall Semester and 2020 Spring Semester.
- Volunteer 10 hours or more each week, on a mutually convenient schedule (specific offices hours to be determined prior to each semester)
- Attend weekly UT Outpost meetings (date & time TBD).
- A recommended voluntary, but not mandatory, meeting for staff transition: scheduled for May 9th, 2019 from 6pm – 7pm.

Apply by 12PM on April 26, 2019 at https://forms.gle/eUnFb5bE7DoSmHHs8
Clothing Closet Operations Student Leader

Location: 2609 University Ave., room 3.108
Primary Supervisor: Coordinator of Student Emergency Services and UT Outpost
Secondary Supervisor: Director of Student Emergency Services
Stipend: $10 per hour, working 10 hours per week for 30 weeks between Fall 2019 and Spring 2020 semesters

**Major Responsibilities:**
- Assist inoversite of the day-to-day operation of the clothing closet.
- Assist with recording donations and tracking clothing closet usage.
- Participate in regular meetings with the volunteer teams.
- Ensure that UT Outpost and its team are adhering to regulations and guidelines in regards to clothing quality.
- Coordinate all necessary tasks in regards to inventory management.
- Assist with UT Outpost manual updates and Volunteer Training updates.
- Assist with shopping trips for the UT Outpost clothing closet.
- Coordinate with any and all necessary UT Outpost staff, Student Leaders, and volunteers.
- Work in compliance with all university, departmental, and programmatic policies, procedures, and standards.
- Complete and submit all required documentation within requested timeframes.
- Maintain campus confidentiality, except when university policy and/or law mandates a report is made.

**Training and Other Requirements:**
- Completion of the UT Outpost mandated volunteer 1-hour training.
- Completion of additional training sessions as needed.
- Remain in good academic standing and maintain good standing with Student Conduct.
- Completion of all policies and procedures documentation.

**Time Commitment:**
- Commit to being a Food Pantry Operations Student Leader for the 2019 Fall Semester and 2020 Spring Semester.
- Volunteer 10 hours or more each week, on a mutually convenient schedule (specific offices hours to be determined prior to each semester)
- Attend weekly UT Outpost meetings (date & time TBD).
- A recommended voluntary, but not mandatory, meeting for staff transition: scheduled for May 9th, 2019 from 6pm – 7pm.

Apply by 12PM on April 26, 2019 at https://forms.gle/eUnFb5bE7DoSmHHs8