Outreach Student Leader

Location: 2609 University Ave., room 3.102
Primary Supervisor: Coordinator of Student Emergency Services and UT Outpost
Secondary Supervisor: Director of Student Emergency Services
Stipend: $1500 per academic semester

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 outreaching 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 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)

Apply by December 9, 2018 at bit.ly/UTOutpostSLB2018
Sustainability Student Leader

Location: 2609 University Ave., room 3.102
Primary Supervisor: Coordinator of Student Emergency Services and UT Outpost
Secondary Supervisor: Director of Student Emergency Services
Stipend: $1500 per academic semester

Major Responsibilities:
- Ensures the operations of the UT Outpost are sustainable and are promoting the preservation 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 oversite 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 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).

Apply by December 9, 2018 at bit.ly/UTOutpostSLB2018
Clothing Closet Operations Student Leader

Location: 2609 University Ave., room 3.102
Primary Supervisor: Coordinator of Student Emergency Services and UT Outpost
Secondary Supervisor: Director of Student Emergency Services
Stipend: $1500 per academic semester

Major Responsibilities:
- Assist in oversite 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 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).

Apply by December 9, 2018 at bit.ly/UTOoutpostSLB2018
Food Pantry Operations Student Leader

Location: 2609 University Ave., room 3.102
Primary Supervisor: Coordinator of Student Emergency Services and UT Outpost
Secondary Supervisor: Director of Student Emergency Services
Stipend: $1500 per academic semester

Major Responsibilities:
- Assist in oversite of the day-to-day operation of the food pantry.
- Assist with recording donations and tracking food pantry 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 safety and health.
- Coordinate all necessary tasks in regards to safety and health.
- 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 food pantry.
- 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 & 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 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).

Apply by December 9, 2018 at bit.ly/UTOutpostSLB2018
Volunteer Student Leader

Location: 2609 University Ave., room 3.102
Primary Supervisor: Coordinator of Student Emergency Services and UT Outpost
Secondary Supervisor: Director of Student Emergency Services
Stipend: $1500 per academic semester

Major Responsibilities:
- Oversee all of the volunteer staff for both the food pantry and career closet.
- Participate in regular meetings with the volunteer teams.
- Onboard new volunteers and participate in volunteer training.
- Charged with recruiting new volunteers to ensure food pantry and career closet is fully staffed every day/night of operation.
- Recording hours of volunteers, especially those receiving class or internship credit for their work, in-person student appointments.
- 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 Volunteer Student Leader for the 2019 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).

Apply by December 9, 2018 at bit.ly/UTOutpostSLB2018