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 2021 and Spring 2022 semesters

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 Sustainability Student Leader for the 2021 Fall Semester and 2022 Spring Semester.
- Work 10 hours 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 3rd, 2021 from 6pm – 7pm.

Apply by 12PM on March 30, 2021 at https://forms.gle/pqxDsXEFXqbbY1dDA
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 2021 and Spring 2022 semesters

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 Career Closet Operations Student Leader for the 2021 Fall Semester and 2022 Spring Semester.
- Work 10 hours 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 3rd, 2021 from 6pm – 7pm.

Apply by 12PM on March 30, 2021 at https://forms.gle/pqxDsXEFXqbbY1dDA
Food Pantry 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 2021 and Spring 2022 semesters

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 food safety and health standards.
• Coordinate all necessary tasks in regards to health and safety.
• 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 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 2021 Fall Semester and 2022 Spring Semester.
• Work 10 hours 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 3rd, 2021 from 6pm – 7pm.

Apply by 12PM on March 30, 2021 at https://forms.gle/pqxDsXEFXqbbY1dDA
Volunteer 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 2021 and Spring 2022 semesters

Major Responsibilities:
- Oversee all of the volunteer staffing for both the food pantry and the 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.
- Coordinate with any and all necessary UT Outpost staff, Student Leaders, and volunteers.
- Assist with UT Outpost manual updates.
- 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 2021 Fall Semester and 2022 Spring Semester.
- Work 10 hours each week, on a mutually convenient schedule (specific office 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 3rd, 2021 from 6pm – 7pm.

Apply by 12PM on March 30, 2021 at https://forms.gle/pqxDsXEFXqbby1dDA