



Executive Committee Support Position

Students in Style Coordinator

17/9/14

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Reports to: Vice President Services
Student Association Executive Committee

Description: The Students in Style Coordinator will be responsible for ensuring the Students in Style clothing bank, a service providing gently worn business/work attire for students, is running at an efficient capacity as well as ensuring that students have access when needed. The Students in Style 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 Students in Style clothing bank and organize and coordinate the donation of work appropriate clothing for the clothing bank.
3. Receive goods donated to Students in Style clothing bank; sort and determine what donations are appropriate and usable; organize clothing and accessories in the space; and during operation, assist students in locating and selecting clothing appropriate to their needs.
4. Recruit student volunteers to staff the Students in Style Clothing Bank and, if/where necessary, provide standard hours of operation.
5. Plan, assign and generally direct the work of Students in Style volunteers.
6. In conjunction with the SA Vice President Services, develop and coordinate campus clothing drives and promotional campaigns to highlight the service to students.
7. Monitor and evaluate the efficiency and effectiveness of Students in Style initiatives as well as the overall service provision to students from the campus clothing bank.
8. 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 Students in Style efforts are effectively coordinated and efficiently planned.
2. Work with the Vice President Services to administer, report, and reconcile any Student Association Students in Style budget, as approved by the Student Association Students' Council and in consultation with the Vice President Finance.



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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 Students in Style, including financial reports, clothing drives, other 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, customer service and conflict management skills.