



## Mindful Move Out Ambassador

### ROLE SUMMARY

The Mindful Move Out Ambassador advances UBC's sustainability goals by supporting the operation of the Residence donation room during the student move-out period. This position supports the collection of student donations during the student move-out period. Throughout the donation drive, this role is responsible for greeting and directing students to the appropriate donation location. Reporting to the Residence Life Manager, the Ambassador role provides guidance and support to volunteers in sorting, collecting and processing donations. The Mindful Move Out Ambassador is responsible for communicating with the Residence Life Manager as needed, providing status updates and addressing student questions about the Mindful Move Out Campaign.

### CAMPAIGN MISSION

The Mindful Move-out campaign is a sustainability driven initiative by Residence Life in partnership with Student Experience & Learning (SEL) and Global Engagement Office (GEO). The goal of this campaign is to reduce the amount of waste during the annual residence move-out in April by offering on-campus donation rooms where students can donate non-perishable food, furniture, lamps, etc. These items are then donated to local not for profit organizations or are stored for incoming residence/exchange students.

### WORK PERFORMED — BASIC DUTIES AND RESPONSIBILITIES

- Greet students and answer any questions about the Mindful Move Out campaign and donation room program.
- Support volunteers during the donation drive to ensure consistent and friendly collection of goods.
- Provide guidance to volunteers throughout the donation drive to a positive student experience.
- Work closely with the donation team to coordinate the collection, sorting, and distribution of donations.
- Ensure that all donations are properly labeled, stored, and cleanliness standards are met consistently
- Maintain regular communication with the Residence Life Managers, providing updates on progress, and communicate concerns in a timely manner.
- Ensure volunteers are scheduled for breaks and adhering to their shift schedule.
- Assist with set-up and takedown of the donation rooms, including opening and closing tasks.
- Ensure signage and marketing materials are displayed accurately and removed at the end of each shift.
- Performs other related duties as required.

### MINIMUM QUALIFICATIONS

- Be a registered UBC student
- Commitment to sustainability.
- Strong interpersonal skills and a high degree of approachability.



- Demonstrated ability to interact positively with an intersectional community with various needs.
- Ability to work collaboratively.
- Must be organized and punctual
- Must be able to problem solve
- Have exceptional communication skills.

### **COMMITMENT TO EQUITY AND INCLUSION**

Equity and diversity are essential to academic excellence and healthy residence communities. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit or Indigenous person.

### **SCHEDULING**

Candidates are required to be available for a minimum of four shifts over the appointment period to be considered. Shifts are typically scheduled for four hours.

### **TERM OF APPOINTMENT**

April 14<sup>th</sup> 2025- April 30<sup>th</sup> 2025.

### **REMUNERATION**

\$18.00/hour