



Sustainable Housing Equipment (S.H.E.) Shed Coordinator

Position Title

Sustainable Housing Equipment (S.H.E.) Shed Coordinator

General Summary

The Office for Sustainability (OfS) at Western Michigan University (WMU) is seeking a Coordinator for the Sustainable Housing Equipment (S.H.E.) Shed. The S.H.E. Shed is designed to reduce waste generated during student housing move out. By collecting, repairing, refurbishing, and distributing gently used furniture, household items, and office/school supplies at little to no cost, the S.H.E. Shed promotes sustainable living practices, minimizes environmental impact, and provides affordable alternatives for students. This project fosters a culture of environmental responsibility and community engagement on campus.

The Coordinator for the S.H.E. Shed plays a pivotal role in the ongoing operation. This position involves hands-on management of daily operations, volunteer coordination, outreach efforts, and logistical planning to ensure the efficient flow of donated items and their accessibility to the WMU student community.

Major Duties

- **Operations & Logistics Management:**
 - Coordinate the collection, sorting, cleaning, repair, and refurbishment of donated furniture and household items
 - Manage inventory, including providing updates for the OfS website
 - Oversee donation drop-off and pick-up times
 - Assist with the organization and maintenance of the S.H.E. Shed physical space
 - Support the planning and execution of furniture collection during student move-out (fall, spring, summer)
 - Contribute to record-keeping related to donations, thrifting, inventory, and volunteer hours
 - Assist with project review and reflection to identify areas for improvement
- **Volunteer Recruitment & Supervision:**
 - Actively recruit, train, and supervise student volunteers for various tasks, including item repair, cleaning, organization, and event support
 - Foster a positive and collaborative environment for all volunteers
- **Outreach & Engagement:**
 - Assist with the OfS Communication team to promote the S.H.E. Shed to the broader WMU student body
 - Help organize and facilitate workshops on waste reduction and upcycling with the studio coordinator
 - Support efforts to establish and maintain partnerships with Registered Student Organizations (RSOs)

Note: This description indicates the general nature and level of work performed by employees in the above job. It is not intended to be a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.



- **Teamwork**

- Attend and contribute to weekly OfS team meetings and report on progress with projects
- Submit semester project brief and deliver end of semester presentation to peers and co-workers at the OfS

Position Requirements

- Undergraduate or graduate student currently enrolled at WMU in [good academic standing](#)
- Ability to work outside in hot or cold conditions
- Ability to lift heavy objects 50 lbs. or more
- **Valid driver's license** and ability to drive an electric vehicle
- Ability to work independently and as part of a team within a fast-paced environment with changing priorities
- **Must be able to work over the summer of 2026**
- Active participation with the OfS team implementing our OfS Diversity & Inclusion Action Plan

Desired Qualifications

- Personal commitment to sustainability and waste reduction
- Detail oriented, resourceful, creative, open minded

Hours and Compensation

Expected commitment is 12-14 hours per week starting at \$13.75 per hour. Pay increase based on performance evaluation.

Tentative Start Date:

Mid-March 2026

To Apply

1. Complete the application found at wmich.edu/sustainability/office/opportunities/jobs
2. Email application to wmu-sustainability@wmich.edu or send hard a copy to 1903 W Michigan Ave, Kalamazoo, MI 49008-5286.
3. All applications, both online and in print, is due **Friday, February 27, 2026, by 11:59 p.m.**

WMU Equal Opportunity Statement

Western Michigan University, an equal opportunity employer, complies with applicable federal and state laws and University policies prohibiting discrimination and harassment.

WMU Nondiscrimination Policy

Western Michigan University prohibits discrimination or harassment which violates the law or which constitutes inappropriate or unprofessional limitation of employment opportunity, University facility access, or participation in University activities, on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, protected veteran status, height, weight, or marital status.

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