



Harvest Coordinator for Fruit Tree Project

Anticipated Start Date: June 12th, 2017

Location: Victoria, BC

Hours per week: 20/wk for 20 weeks

Wage: \$20/hr

Please apply by end of day **May 29, 2017**

With cover letter and resume with subject heading: "Harvest Coordinator Application" to:
tim@lifecyclesproject.ca

Organizational Overview:

LifeCycles is a charitable society working to cultivate community health by connecting people with the food they eat and the land it comes from. We support the region in growing, accessing and eating local food in ways that foster biodiversity and enhance our urban environment. LifeCycles inspires people to see themselves not as passive consumers of an industrial food system but as active agents co-producing healthy, local food systems.

Thanks to this city's great abundance of fruit and helpful hands, the Fruit Tree Project harvests an abundance of fruit from privately owned trees that would otherwise go to waste. The harvest is then shared four ways: among homeowners, volunteers, food banks & community organizations and back to the project itself.

For more information on our organization visit: www.lifecyclesproject.ca

Overview:

The successful candidate will coordinate the day-to-day activities of the Fruit Tree Project food rescue, managing the harvest and redistribution of gleaned fruit throughout the community. Working alongside seasonal staff, the Harvest Coordinator will coordinate specialized volunteers (tree assessors, harvest leaders, redistributors, pickers), manage the fruit tree database and harvest scheduling system, answer community inquiries, collect harvest data, facilitate public outreach events and manage social enterprise contracts. The ideal candidate will possess excellent organizational, communications & office management skills. A person with a strong commitment and understanding of food security and the interrelationship between food insecurity, health and poverty is preferred. A demonstrated knowledge and experience of fruit tree harvesting and maintenance is a benefit. The Fruit Tree Project Manager will support this position.

Unit A- 808 Viewfield Rd. Victoria, BC V9A 4V1 (250) 383-5800

LIFECYCLESPROJECT.CA



Key Responsibilities:

PROGRAM DELIVERY (50%):

- Oversee the delivery of the Fruit Tree Project's harvest, **between June 12th – October 27th**
- Supervise team of seasonal staff, coordinate with specialized volunteers (harvest leaders, pickers, tree assessors, redistributor) and liaise with program collaborators (tree owners and partner agencies)
 - Train a large group of Harvest leaders (min 30) to lead volunteers on fruit tree picks using best harvesting practices;
 - Coordinate volunteer pickers (min 300), helping register for picks and negotiate the harvest scheduling system.
 - Liaise with tree owners fielding their inquiries, confirming picking schedule and soliciting feedback
 - Coordinate fruit redistribution, liaising with fruit recipients (over 40 community partners) to ensure food donations meet the needs and capacities
- Support general LifeCycles office and program administration.
- Support social enterprise operations, organizing fruit for products and supporting tree care services
- Oversee program's logistical infrastructure, including warehouse organization and safety, cooler and compost management, equipment upkeep and vehicle management

COMMUNICATIONS, OUTREACH & ADVOCACY

- Act as a spokesperson for LifeCycles and promote the Fruit Tree Project in the Capital Region
- Respond to community requests for information about project, fruit tree care, harvest requests, fruit donations and other gleaning opportunities;
- Manage strategic partnerships with community associations including hosting some juicing days, kitchen space, van sharing etc;
- Implement Communications Plan for media promotion, volunteer engagement and community outreach
- Help frame and communicate key messages to a broad audience
- Manage Community Outreach and help facilitate volunteer appreciation events and gestures

Unit A- 808 Viewfield Rd. Victoria, BC V9A 4V1 (250) 383-5800

LIFECYCLESPROJECT.CA



PROGRAM DEVELOPMENT & EVALUATION:

- Collect harvest data, record donations and contribute to End of Season Report
- Track and manage program participants and supporters
- Advise FTP Manager on the development of sustainable strategies to enhance and grow program;
- Assist FTP manager and/or Executive Director in FTP related grant writing
- Gather in season volunteer and tree owner feedback

Skills and Abilities:

- Experience training, supervising and managing large numbers of volunteers and/or staff
- Excellent organizational skills, budgeting, project coordination and multi-tasking
- Proficiency in word processing, data input, excel, public speaking & writing, gmail, social media and report writing
- Experience developing, coordinating, facilitating and delivering programs to diverse community groups
- Expertise with harvesting, pruning or care of fruit trees
- Must work well independently and as part of a team
- Commitment to and awareness of food, health, poverty and transforming our food systems
- Familiarity with the non-profit sector and LifeCycles' work
- Familiarity with local area
- Drivers License (Class 5 or 7)
- Experience within or knowledge of Victoria's farming community
- Knowledge of food safety, food processing and preservation an asset
- Likes food!

Compensation: \$20/hour – 20 hours/week – 20 weeks

Unit A- 808 Viewfield Rd. Victoria, BC V9A 4V1 (250) 383-5800

LIFECYCLESPROJECT.CA