

Event and Volunteer Coordinator

Start Date: May 14

End Date: August 3

Hours per week: 30

Wage: \$15/hr

APPLICATIONS DUE MIDNIGHT MAY 6th

Please submit a resume and cover letter to jenny@lifecyclesproject.ca

Funding for this position is provided by Canada Summer Jobs. Applicants must have recently been enrolled in full time studies and be expecting to return to full time studies in the coming year.

ABOUT

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 is seeking a summer staff person to support the coordination of LifeCycles' Street Feast event in late July, as well as support harvest coordination and volunteer training for the LifeCycles Fruit Tree Project.

This role will collaborate with several staff at LifeCycles to develop and carry out Street Feast in a well organized, inclusive and joyous way. Street Feast is an event that celebrates community kitchens, food redistribution and local food in Victoria, by throwing a community feast to recognize the launch of another harvest season in Victoria.

As a support person for the Fruit Tree Project, the main tasks of this role will involve volunteering training, the coordination of volunteer training and odd jobs, which could include tasks like: sourcing boxes for our fruit picking or helping us sort historical data. For more information about LifeCycles and the Fruit Tree Project, visit: www.lifecyclesproject.ca

KEY RESPONSIBILITIES

Coordinate Street Feast Celebration

- review event timeline and plan, and offer incites
- contact media and do interviews
- do outreach for event, and establish event collaborators and partners
- support fundraising activities
- finalize rentals, bookings and material sourcing
- run several community kitchens in preparation for the event
- recruit volunteer support, and coordinate roles amongst staff

- carry out the event
- report and evaluate on the success of the event

Volunteer training for the Fruit Tree Project

- support the running of 2-3 volunteer orientations
- run 20-30 individual volunteer trainings, to support volunteers to run fruit picks for the Fruit Tree Project
- Coordinate with volunteers to organize trainings and ensure that they feel supported in their volunteer positions

Harvest Support

- source boxes for the Fruit Tree Project's fruit picks
- organize volunteers to source boxes
- help sort through and clean up historical data on fruit picks
- support Harvest Coordinator and Program Manager in odd jobs
- be on call for 4 weekends throughout July and August for volunteer support

SKILLS & ABILITIES

- Ability to work with diverse perspectives and lived experiences to support inclusive environments
- Experience with event coordination an asset
- Ability to work in complex environments and manage multiple tasks
- An outgoing personality, comfortable with public speaking and being a host
- Experience with volunteer coordination an asset
- Must have current drivers license

LifeCycles is an equal opportunity employer. LifeCycles celebrates diversity and actively seeks to understand and deconstruct hidden biases that unfairly privilege individuals and groups in the workplace and society. Applicants who would like to be considered for affirmative action are asked to mention this in their cover letter.