

Volunteer and Harvest Support Coordinator

POSTED BY

LifeCycles Project Society

Start Date: June 10, 2019

End Date: November 1, 2019

Hours per week: 30 hours

Wage: \$18/hr

Application Deadline: April 22, 2019

Funding for this position is provided by Canada Summer Jobs. Applicants must be between 15 and 30 years of age to be eligible.

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. We run 6 projects on unceded Coast Salish Territories*, specifically of the Lekwungen and W_SÁNEC peoples, with some work also taking place in territories of the T'Sou-ke people – learn more about our work at lifecyclesproject.ca

LifeCycles is seeking a summer staff person to support harvest coordination, distribution and volunteer training for the LifeCycles Fruit Tree and Farm Gleaning Projects.

The successful candidate will work as the most junior member of a 3 person staff team to successfully run all of our food gleaning activities through the 2019 harvest season. This involves working with a team of ~40 key volunteers to support a larger volunteer community of ~400 people in picking, sorting and distributing ~50,000 lbs of produced gleaned from over 300 backyards and 9 farms.

The main tasks of this role will involve volunteering training, education and logistics coordination, fruit sorting and data management. We are seeking someone who is a self-starter, but also able to work as part of a team. We have established systems for coordinating our gleaning work, and want someone who can help us troubleshoot kinks in these systems and work out efficient methods for operating our efficient, celebratory, community powered gleaning work.

KEY ATTRIBUTES

- Able to work independently – you are a self-starter who can identify what needs to be done and get to it without being told;
- Able to work as part of a team – you are a clear and direct communicator who can provide leadership and offer feedback on organizational processes and practices to make improvements in the way things are done;

- Good communicator – you can quickly write clear emails to diverse audiences and are comfortable teaching volunteers the ropes, both individually and in group volunteer orientations;
- Problem solver – you learn quickly, can identify problems or gaps and are excited to work to make things more efficient, and more impactful;
- Willing to labor – you enjoy physical labor and are able to move 20 pound boxes of fruit around for hours on end;
- You can drive a big van – you have a valid drivers license;
- You're interested in what we do – you have some understanding of the issues that drive LifeCycles.

KEY RESPONSIBILITIES

Volunteer Training/Support

- Support (with other staff team members) the running of multiple 2 hour volunteer orientations;
- Run multiple individual volunteer trainings;
- Coordinate volunteer trainings – recruit volunteers;
- Follow up regularly with key volunteers, ensure they feel supported in their volunteer work.

Harvest Support

- Source boxes and other materials needed for fruit picks and farm gleanings;
- Help sort through and clean up historical data on fruit picks and farm gleans – ensure all data is recorded accurately;
- Be on call some weekends for volunteer support in case of emergencies;
- Lead fruit picks and farm gleans on an as needed basis;
- Ensure our vans and tools are kept clean, and in good working condition;
- Communicate with homeowners (tree stewards) and farms to arrange logistics, troubleshoot problems, etc.

Food Distribution

- Support the set-up and on-going management of effective systems for managing fruit and picking equipment in our warehouse and walk in refrigerator;
- Oversee the sorting of fruit and farm product and ensure orderly organization of food in storage;
- Pack pallets of food and distribute to Food Rescue Project – coordinate needs and systems for weekly distribution with Mustard Seed staff;
- With Fruit Tree Project staff team, implement and refine systems for distribution of food to special events, LifeCycles projects, social enterprise and other places, as needed;
- Ensure efficient tracking of all data related to food distribution.

Other

- Support other LifeCycles projects as time and needs allow;
- As directed by LifeCycles Executive Director, Program Manager and Harvest Coordinator.

TO APPLY, please submit a resume and cover letter to:
Matthew Kemshaw at diggers@lifecyclesproject.ca

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.

We sincerely thank all candidates for their interest. However, only those selected for an interview will be notified. No phone calls please.