

EMPLOYMENT OPPORTUNITY

Harvest Support Coordinator

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 main tasks of this role will involve volunteering training, education and logistics coordination, fruit sorting and data management. This person will also be in charge of implementing Covid -19 protocols, including ensuring that safety procedures are followed during sorting sessions and that harvest equipment is being properly sanitized.

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 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 troubleshoot problems or identify 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 driver's license;
- You're interested in what we do – you have some understanding of the issues that drive LifeCycles.

KEY RESPONSIBILITIES:

Volunteer Training/Support

- 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;
- 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 (see below)

Warehouse Management and Food Distribution

- Support the set-up and on-going management of our warehouse and walk-in refrigerator;
- Oversee the sorting of fruit and farm product and ensure orderly organization of food in storage;
- Coordinate weekly fruit sorting teams and manage volunteers.
- 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.

Covid-19 Safety

- Help adapt the sorting system to meet present Covid-19 protocols.
- Implement Covid 19 safety plan and ensure that volunteers comply with the guidelines.

Other

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

POSITION DETAILS:

Start Date: July 19, 2021

Contract Duration: 30 Hours per week, 9-12 weeks

Wage: \$19.00 /hr

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

Send applications by email to info@lifecyclesproject.ca by **Sunday, June 13 , 2021**

Please email your application materials (resume and cover letter, ideally as one pdf) with the subject line: "Harvest Support Coordinator"

****Please include your last name in the filename(s) of your application materials.****

LifeCycles Project Society is an equal opportunity employer. We encourage women, people of Indigenous ancestry, people of colour, LGBTQQIP2SA individuals and members of other diverse communities to apply for careers with our organization. LifeCycles runs programs on unceded Coast Salish Territories, specifically of the Lekwungen and W_SÁNEC peoples.

We thank everyone for their interest, but only those selected for interviews will be contacted.