



## Harvest & Volunteer Coordinator

### **POSTED BY**

LifeCycles Project Society

Start Date: Earliest May 31, 2021

End Date: November 1, 2021 with potential for extension.

Hours per week: up to 37.5 hours

Wage: \$22/hr - \$27/hr

### **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. Our projects operate 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](http://lifecyclesproject.ca)

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

The successful candidate will work as part of a small staff team to successfully coordinate all of our food gleaning activities through the 2021 harvest season. This is a physically demanding position that involves working with a team of ~40 key volunteers to support a larger volunteer community of ~400 people in picking, sorting and distributing over 40,000 pounds of produce gleaned from hundreds of backyards and several farms.

The Harvest and Volunteer Coordinator oversees and coordinates the logistics of our large community-powered harvest. This requires regular use of our fruit tree database and harvest scheduling systems. The Harvest Coordinator also regularly fields inquiries from tree owners, volunteers and farms, manages the collection of harvest data, and helps facilitate volunteer orientations.

## **KEY ATTRIBUTES**

- You can manage people, logistics and falling fruit
- You are efficient and enjoy doing diverse (and sometimes unexpected) tasks
- You are organized and can keep multiple people on task
- You are a self-starter, but also able to work as part of a team
- You are a clear and direct communicator
- You are a quick learner and effective problem solver
- You like and have some experience using IT communications tools and feel comfortable learning new software
- You can liaise with the community and run special events like outreach, family days, and community sharing
- You are aware of food security issues and sustainability on Vancouver Island and in BC
- Experience/education with volunteer coordination and harvesting, pruning, and/or caring for fruit trees is an asset
- Must have a valid driver's license and be comfortable driving a large van
- Must be able to lift and move up to 40 pounds

## **KEY RESPONSIBILITIES**

### **Volunteer Training/Support**

- Support the training of harvest leaders to lead volunteers on fruit tree picks using best harvesting practices;
- Support volunteer pickers negotiate the harvest scheduling system;
- Liaise with tree owners, answer questions, confirm picking schedule and solicit feedback;
- Oversee the sign-up of fruit trees and volunteers - ensure all systems are running smoothly
- Support onboarding of volunteers
- Support Harvest Leaders and ensure communication with volunteers and homeowners is consistent, clear and timely;
- Support (with other staff team members) the development of online volunteer orientations;
- Run multiple individual volunteer trainings;
- Follow up regularly with key volunteers to ensure they feel supported in their volunteer work
- Respond to community requests for information about the project, fruit tree care, harvest requests, fruit donations and other gleaning opportunities.

### **Harvest Support**

- Source boxes and other materials needed for fruit picks and farm gleaning;
- Be on call some weekends for volunteer support in case of emergencies;
- Lead fruit picks and farm gleans as needed;
- Ensure our vans and tools are kept clean, and in good working condition (see below)

## **Food Distribution and Social Enterprise**

- Manage and ensure sanitation of harvest equipment in our warehouse;
- Ensure food in our walk in refrigerator is organized;
- Run weekly teams of fruit sorters and pack pallets of food to be redistributed through the Food Rescue Project;
- 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;
- Support social enterprise operations, ensuring products and services are seamlessly integrated with harvest program;
- Ensure efficient tracking of all data related to food distribution.

## **Logistics and Data Management**

- Support data collection and ensure appropriate records are kept and organized;
- With a core staff team, support the establishment, maintenance and improvement of systems for managing all aspects of our gleaning work at our warehouse and office site;
- Support tree assessment and ensure all newly registered trees are appropriately assessed, either by volunteers or through analysis of previous year's records.

## **Program Development and Evaluation**

- Support Program Manager in ongoing evaluation and development of systems for managing logistics and communications for all our gleaning work and associated social enterprises;
- Contribute content to organizational communications such as newsletters and social media
- Contribute content to End of Season Report.

All work will be conducted with adherence to current COVID-19 safety protocols.

**TO APPLY**, email your resume and cover letter (as a single PDF) to Joan Stonehocker at [joan@lifecyclesproject.ca](mailto:joan@lifecyclesproject.ca) by May 24, 2021. Please use the subject line: "Harvest & Volunteer Coordinator."

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

*LifeCycles Project is committed to creating a diverse and inclusive work environment. As an equal opportunity employer, we encourage women, Indigenous folks, people of colour, LGBTQQIP2SAA individuals and members of other diverse communities to apply for positions within our organization.*

*We sincerely thank all candidates for their interest. However, only those selected for an interview will be notified.*