



Employment Opportunity Harvest Support Coordinator

POSTED BY

LifeCycles Project Society

10 Week Contract

Hours per week: 30 hours

Wage: \$19.50

Start date: Late June

Funding for this position is provided by Canada Summer Jobs. Applicants must be between 15-30 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. Our projects operate on unceded Coast Salish Territories, specifically of the 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

We are seeking a summer staff person to support harvest coordination, fruit distribution and volunteer management for the Fruit Tree and Farm Gleaning Projects.

The successful candidate will work as part of a small staff team to coordinate all of our food gleaning activities throughout the 2022 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 redistributing over 40,000lbs of produce gleaned from hundreds of backyards and several farms in Greater Victoria.

This role will involve the regular use of our fruit tree database and harvest scheduling system, facilitating volunteer operations and logistics management. Other tasks include sorting fruit, organizing the warehouse and ensuring equipment and supplies remain stocked. We are seeking someone who is a self-starter and able to work as part of a team to help us run our efficient and celebratory community-powered harvest program.

KEY ATTRIBUTES

- Able to work independently - you can learn to identify what needs to be done and get to it without being told
- Able to work as part of a team - you are responsible and demonstrate follow-through, you can effectively collaborate with both volunteers and staff, and feel comfortable teaching others in individual and group settings
- Effective communicator - you can write clear emails to diverse audiences and can offer feedback on organizational practices to improve the way things are done
- Problem solver - you learn quickly, can spot problems or gaps and are excited to help make systems more efficient and impactful
- Willing to labor - you are able to climb ladders, carry picking equipment, and move 20 pound boxes of fruit
- Comfortable using a database- you have some experience using IT communication tools and can learn to use new software
- You would feel comfortable driving our large harvest vans and have a valid driver's license
- You're interested in what we do - you have some understanding of food security and sustainability on Vancouver Island

KEY RESPONSIBILITIES

Volunteer Training/Support

- Support staff members in the onboarding and coordination of volunteers
- Follow up with key volunteers and ensure all program participants feel supported
- Train volunteers on outings and help them navigate the harvest scheduling system
- Communicate with homeowners and volunteers to ensure smooth operations and clear expectations

Harvest Support

- Source boxes and other materials needed to keep supplies stocked for fruit picks
- Lead fruit pick outings regularly and assess trees for picking suitability
- Keep the vans and tools in good working condition
- Assist with other emergent/unexpected tasks as needed, including events and outreach

Food Distribution

- Manage the efficient storage of fruit, and ensure the cooler remains organized
- Help run weekly fruit sorting sessions, and move fruit to our community partners
- With Fruit Tree staff, coordinate requests and systems for weekly and special event redistribution
- Track and record all data related to food distribution

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

TO APPLY, email your resume and cover letter (as a single PDF) to Joan Stonehocker at info@lifecyclesproject.ca by **Wednesday June 8, 2022**. Please use the subject line "Harvest Support 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, LGBTQIP2SAA individuals, and members of other diverse communities to apply for positions within our organization.

We sincerely thank all candidates for their interest. Only those selected for an interview will be contacted. Interviews for this position will begin on Tuesday, June 14th, 2022.