



Employment Opportunity Harvest & Volunteer Coordinator

POSTED BY

LifeCycles Project Society

POSITION DETAILS

Hours per week: 30 hours

Wage: \$19.50/hour

Start date: June 26, 2023

End date: September 1st, 2023 with possibility of extension

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

ABOUT

LifeCycles cultivates healthy communities by bringing people together to grow, harvest, and share local foods. Working in urban gardens and orchards, we are reimagining the way that we live and eat in cities. We believe that food is at the heart of thriving, diverse communities and a healthy planet. Our programs distribute fresh local produce to community members and service agencies, while mentoring the next generation of food leaders. Through transformative learning experiences, we strengthen our connections with each other, the food we eat, and the land it comes from. In doing so, we are building a more resilient and equitable food future.

Our projects operate on unceded Coast Salish Territories, specifically the lands of the Lekwungen and W_SÁNEC peoples. For more information about what we do, visit: www.lifecyclesproject.ca

OVERVIEW

We are seeking a team member to help coordinate all aspects of the 2023 harvest for the Fruit Tree and Farm Gleaning Projects.

The Harvest & Volunteer Coordinator will collaboratively manage the training and support of hundreds of volunteers over the harvest season. This is a physically demanding position that involves coordinating the logistics of picking, sorting, and redistributing over 40,000lbs of produce gleaned from hundreds of backyards across the region. The person in this role fields inquiries from project participants, facilitates volunteer orientations, and uses our fruit tree database to schedule outings and record harvest data. We are looking for someone who is personable and highly organized to help us run our community-powered harvest program.

COMPETENCIES

- Able to work as part of a team – you are responsible and demonstrate follow-through; you effectively collaborate with both volunteers and staff; you feel comfortable teaching others in individual and group settings
- Able to work independently – you can learn to identify what needs to be done and get to it without being asked
- Effective communicator – you can write clear emails to diverse audiences; you can offer feedback on organizational practices to make improvements
- Problem solver – you learn quickly; you can spot problems or gaps and are excited to find solutions to make systems more efficient/impactful
- Comfortable using a database – you have some experience using IT communication tools and can learn to use new software
- You're interested in what we do – you have some understanding of food security and sustainability issues on Vancouver Island

QUALIFICATIONS

- You are comfortable driving large vehicles and have a valid Class 5 driver's license
- You are willing to work hard – ex: lifting boxes up to 40lbs, climbing ladders, carrying equipment
- Experience with volunteer coordination or education, and harvesting, pruning, or caring for fruit trees is an asset but not required

KEY RESPONSIBILITIES

Volunteer Training & Support

- Manage the onboarding process for volunteers, including developing training materials
- Train volunteers in-person and online, and follow up with them to ensure they feel supported in their roles
- Support volunteers in navigating the harvest scheduling system
- Oversee the sign-up process for volunteers and fruit trees to ensure all systems are running smoothly

Harvest Support

- Liaise with tree owners by responding to requests, confirming picking schedules, and soliciting feedback
- Communicate across different mediums with all project participants to set clear expectations and provide updates
- Source boxes and other materials needed to keep supplies stocked
- Lead fruit pick outings and learn to assess trees for picking suitability
- Keep the vans and tools in good working condition

Food Distribution & Social Enterprise

- Manage the efficient storage of fruit and ensure the walk-in cooler is organized
- Coordinate the redistribution of fruit including for special requests/events
- Run weekly fruit sorting sessions and move fruit to partner organizations
- Track and record all data related to food distribution
- Support social enterprise operations by integrating incoming food with product and service opportunities

Logistics & Data Management

- Support staff and volunteers in tracking harvest data and ensure records are organized
- Oversee the flow of fruit trees through our program, ensuring accurate data is provided and follow-through happens in a timely manner
- Contribute to the maintenance and improvement of systems for managing all aspects of the harvest program, including online functions, our warehouse and equipment, and program operations

Program Development and Evaluation

- Support team members in evaluating and developing systems for managing logistics and communications for all of our gleaning work and associated social enterprises
- Contribute to the End of Season Report, and other organizational communications throughout the season

Administration and Communications

- Support the administration of LifeCycles, including tasks as necessary to keep records, agreements, and projects organized
- Contribute to the social media and communications strategy of the organization as needed
- Support the maintenance of funding prospect tracking and deliverables

TO APPLY, email your resume and cover letter (as a single PDF) to Megan at info@lifecyclesproject.ca by May 29, 2023. Please use the subject line "Harvest Coordinator".

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

LifeCycles 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. Applicants who may need accommodations in the hiring process are invited to share this in confidence in their email.

We sincerely thank all candidates for their interest. Only those selected for an interview will be contacted.