

Winnipeg Harvest

JOB POSTING

Evening/Saturday (casual) Volunteer Services Associate

GOAL: The goal of this position is to ensure that Winnipeg Harvest has an available and reliable volunteer support base required to achieve the goals of Winnipeg Harvest. Through working with individuals & scheduled groups, the employee will ensure that the current and potential volunteers are developed to their fullest potential to assist Winnipeg Harvest distribute surplus and donated food to people in need and maximize public awareness of hunger.

REPORTING RELATIONSHIPS: reports to the Volunteer Services Manager

RESPONSIBILITIES: As part of the team at Winnipeg Harvest and working within the organization's mission, goals, objectives, policies and procedures, the Volunteer Services Associate is responsible for:

- Supervision of evening groups, ensuring that appropriate supervision is provided for group volunteer work assignments and/or assisting volunteers with work assignments when required
- Providing group talk and tours
- Training volunteers and coordinating volunteer work assignments
- Assist with volunteer orientation sessions, intakes, interviews & assessing volunteer skills to help with placement.
- Supervising volunteers and ensuring health & safety requirements are being met.
- Developing and maintaining a positive relationship with volunteers through regular communication
- Must be comfortable working in a warehouse setting, using pallet jacks and lifting 50 lbs.
- Responsible for securing building at closing
- Other duties as required

QUALIFICATIONS/EXPERIENCE:

- A strong belief in the dignity of all human beings and a positive and caring attitude
- Ability to work as a team member and in a variety of situations
- Excellent interpersonal and communication skills both written and oral
- Ability to deal with an eclectic team of individuals, including volunteers with special needs
- Ability to adjust quickly in a fast paced, changing environment
- Computer skills, knowledge of excel and data base entry an asset
- Driver's license is an asset but not required
- Strong leadership qualities
- Additional language is an asset

HOURS OF WORK: It is a casual position hours will vary, depending on need.

General evening hours are 4:30pm – 8:30pm Saturdays 9:00am – 3:00pm

Please submit cover letter and resume to: Tammy Watson

Email: tammy.watson@winnipeg Harvest.org

Deadline: August 10, 2017 4:00pm, 2017

No phone calls please, only those who will be interviewed will be contacted