

Georgina Community Food Pantry – GCFP

VOLUNTEER COORDINATOR - JOB POSTING

Work Terms: 16 months contract with possibility of renewal (30 hours/week at \$25.00/hour)
Work Conditions: Monday through Friday (over 4 days) to be mutually arranged.
Start Date: ASAP (October 2022)

Summary:

The Georgina Community Food Pantry's mandate is to *nourish our community and inspire change* by providing dignified access to good food. With our mandate in mind, we are looking to build and grow our committed team of volunteers and staff. If you have the qualifications (listed below), are enthusiastic, and care about supporting those in need, this may be the perfect role for you. For the right candidate, not only is there a potential for growth (and a contract extension), but we may also be flexible with days/hours, allowing the option to work from home one day per week.

Main Job Responsibilities:

Volunteer Coordination: About 75% of time

- Help to screen, coordinate, and support volunteers
- Facilitate volunteers' orientation and training sessions
- Create educational training materials for volunteers
- Maintain volunteer database and up to date contact information in a confidential manner
- Schedule and coordinate volunteers for various shifts and programs
- Schedule and attend meetings with Volunteer Leads (Vol. Advisory Committee)
- Ensure that all volunteers are aware and up to date on policy or changes to programs delivery

Administration: 25% of time

- Prepare monthly report to the Board on volunteer activities in conjunction with ED
- Post AR/AP and coordinate with the bookkeeper to help prepare accurate monthly financial statements
- Ensures bill payments, tax receipts, banking, chequing signing is done in a timely and efficient manner
- Works with ED to gather and prepare financial records for annual audit
- Maintains accurate financial records associated with funding and grants
- Assist to maintain and update donation database and online donation platforms reporting
- Works with Fundraising Committee to coordinate volunteer involvement in related events
- Other duties as assigned

Qualifications and Core Competencies:

- Bachelor's degree / Community college diploma preferable or commensurate work experience
- Experience in QuickBooks AR/AP posting
- Experience in volunteer coordination and ability to motivate people
- Solid computer skills (including Microsoft Office)
- Excellent oral and written communication skills
- Ability to deal with extremely confidential and sensitive information
- Understanding and promotion of anti-oppressive practices

Please email your application and cover letter ASAP to contact@georginafoodpantry.com by Sept. 26, 2022.

Note that only those candidates selected to be interviewed will be contacted.