



# VOLUNTEER COORDINATOR

## ORGANIZATION OVERVIEW

Scarborough Food Security Initiative (Feed Scarborough) is a community driven and led charity in South Scarborough focused on Food Insecurity and Poverty in the region. Born out of the 2020 pandemic, Feed Scarborough has three levels of approach to Food Insecurity. The “Urgent Need approach (We run 4 Food Banks, Mobile Soup Kitchens and Covid Vaccine awareness Programmes), The “Long Term Sustainable” approach (We run business incubation programme for our clients, Culinary and Hospitality training programme for Youth, Community Gardens and training on growing sustainable food), The “Systemic” approach (We realize that we can never solve the food insecurity problem without significant policy change. Food is a Human Right in Canada, and we need our governments to uphold the commitment that Canada made over 50 years ago. Currently we serve over 1000 Families every week through our programmes.

## ROLE OVERVIEW

We are looking for a competent Volunteer Coordinator to join our team. As a Volunteer Coordinator, you will mainly be responsible for recruiting and managing volunteers. In addition, you will be delegating responsibilities to volunteers and training selected people for their future position. You will also be responsible to running the skill development programme for our volunteers. The focus will include:

- Source and recruit volunteers using different recruiting various techniques
- Collect information on qualifications and skills
- Arrange for training when needed
- Manage schedules for everyday activities
- Assign responsibilities as appropriate
- Communicate frequently with volunteers
- Ensure volunteers are satisfied by creating a health working environment
- Keep and manage records of volunteers’ information and work
- Track volunteers work
- Evaluate volunteers work
- Develop and manage Volunteer Skill Building Programme
- Build strong and positive relationship with the volunteers
- Work with High Schools in the community to continue/start coop and volunteer programme for the students.
- Work closely with Colleges and Universities to develop student volunteer programmes

## KEY SUCCESS FACTORS

- Proven experience as Volunteer Coordinator or similar role
- 5 years of experience in volunteering
- 3 years of experience in sourcing and recruiting
- Good knowledge in different recruiting methods
- Some knowledge in Employer Branding and Recruitment Marketing
- Working knowledge of databases and MS Office (especially Excel)
- Experience using HR and recruiting tools
- Team player



- Good time-management skills
- Great interpersonal and communication skills
- BSc/BA in business administration, human resources or relevant field is an asset
- Valid G Driver's License
- Mobile. Be able to visit various operations of Feed Scarborough on a daily basis.

We are excited to talk to you about the opportunity to join our team! Please Email your cover letter, resume to : [hr@feedsScarborough.ca](mailto:hr@feedsScarborough.ca)

Application Deadline: Open till filled

Job Types: Full-time, 1 year Contract (52 weeks), In person

Wages : \$24/hour

Hours : Tuesday - Saturday - 9pm - 5pm (Generally), Some evenings and weekend days might be required from time to time.