



## **PROGRAM & VOLUNTEER ASSISTANT – Contract May 1 to September 1, 2023**

Are you looking for meaningful summer job experience with a dynamic organization that impacts the lives of children living with chronic hunger from severe food insecure homes in the Waterloo Region?

Are you pursuing a career in volunteer management, social services or a related discipline?

If you answer yes to any of the foregoing, Food4Kids Waterloo Region may have the summer job for you!

Reporting to the Program Coordinator and Volunteer Coordinator, this role will assist in the coordination, execution, and evaluation of program and volunteer activities for Food4Kids Waterloo Region. In this role, the Program and Volunteer Assistant will provide administrative and direct support and work with the Food4Kids Waterloo Region team in the delivery of our program.

### **Program & Volunteer Responsibilities**

#### **Program Operations:**

- The Program Assistant Coordinator is responsible for assisting in the overall maintenance of the Food4Kids WR program, this entails that the physical space remains current with all Public Health and Safety requirements and remains in good standing with all Health and Safety inspections
- Weekly coordination and delivery of the Food4Kids WR program, support the delivery of the food delivery services
- Helps determine the type and quantity of food to be placed in the packages (based upon food availability and expiration, anticipated numbers, and nutritional value)
- Works with the program team to maintain a weekly inventory to ensure an adequate supply of non-perishable, and fresh foods and other essential staples are available for service delivery
- Tracks, analyses, and keeps statistics and other data related to services usage on a weekly basis
- Coordinate and implement packages delivery service
- Participate in the annual survey collection and organization of data

#### **Volunteer Operations:**

Working with the Volunteer Coordinator, the incumbent will:

- Assist in the recruitment process for the volunteer program including posting volunteer openings through various channels, overseeing incoming volunteer applications, gathering required documentation of potential volunteers
- Provide supervision to volunteers when needed, such as when a supervisor is unavailable
- Coordinate and plan volunteer needs collaboration with the Food4Kids Waterloo Region leadership team
- Work with the staff of Food4Kids Waterloo Region to ensure volunteers are engaged and well utilized. This will include developing a deep understanding of the program, needs, and feedback and then developing processes within the volunteer program to best support them
- Works collaboratively with Food4Kids Waterloo Region staff to ensure services provided by volunteers are meeting established objectives and outcomes
- Coordinate evaluation of volunteers and assists with the collection of volunteer feedback regarding the volunteer program and other general input through surveys and meetings
- Communicates with volunteers to ensure they are kept up to date on procedural, policy, and program changes and events through volunteer newsletters, emails and meetings
- Maintains the volunteer database, provides reports and statistics

- Assists in general administrative duties for the day-to-day operations of the Volunteer Program
- Assumes other related responsibilities, as assigned

### **Health & Safety**

- Ensure the safety of the Food4Kids Waterloo Region and its services by maintaining cleanliness, food safety, and compliance
- Oversees a weekly health and safety inventory for the Food4Kids Waterloo Region physical space to ensure ongoing compliance i.e., cleaning and sanitation procedures, equipment, food contact surfaces

### **QUALIFICATIONS & SKILLS:**

- Knowledge of Food4Kids Waterloo Region and willingness to learn
- Frontline work/volunteer experience in a community service environment
- Post-secondary education in social work, volunteer management or related discipline
- Excellent communication, time management, and organization skills
- Commitment to food security, social justice and knowledge of social services and community resources
- Ability to lift up to 50 pounds
- Advanced computer skills, including database management, Microsoft Word, Excel, Google docs and OneDrive

### **Working Conditions**

- Ability to work autonomously and as part of a team
- On-site office with a flexible work week of 35 hours Mon-Fri. Occasional evening and weekend work is required for attendance at meetings and special events
- Flexible, versatile, and able to adapt to a changing work environment
- Interacts with employees, volunteers, external stakeholders and management with dignity, respect, and professionalism
- This is a full-time contract position for 16 weeks, starting as early as May 1, 2022. Compensation is \$15.55 per hour

### **Application**

**To apply, please email us your cover letter and resume to [lorridetta@food4kidswr.ca](mailto:lorridetta@food4kidswr.ca). No phone calls, please.** Please include in your cover letter a description of why you're the right fit for this position.

Applications will be accepted until April 1, 2023

As part of Food4Kids Waterloo Region's commitment to racial justice, reconciliation, and inclusion, we encourage applications from members of Black, Indigenous, and racialized communities; Two-Spirit, non-binary, trans, lesbian, gay, bisexual, and queer people; people with disabilities; and members of other equity-seeking groups. Accommodations are available on request for people with disabilities who are selected for an interview and for all aspects of the selection process.

### **IMPORTANT – PLEASE READ**

This is a Canada Summer Jobs position and therefore the candidate must:

- be between 15 and 30 years of age at the start of the employment\*, and
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*\*; and, have a valid

Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*\*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.*

*\*\*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.*

*Please note that "as in 2019, funded employers are no longer restricted to hiring students: all youth aged 15 to 30 years may be eligible participants."*