

SEASONAL JOB OPPORTUNITY

Position: Fruit Gleaning Coordinator

Type: Seasonal/ July - October

Organization: Richmond Food Security Society

Website: www.richmondfoodsecurity.org

Location: Richmond, British Columbia

Position Overview:

Richmond Food Security Society's fruit gleaning project, brings our local fruit to good use by picking and sharing the bounty. Picked fruit is donated to a variety of community initiatives who then distribute it to their clients.

Reporting to the **Programs Coordinator**, the Fruit Gleaning Coordinator will schedule fruit picks, manage fruit picking volunteers, ensure equipment is in good working order, and maintain records of the program.

Responsibilities Include:

The Fruit Gleaning Coordinator will work with our staff to:

- Coordinate residential fruit picks and delivery within the Richmond
- Coordinate and provide support for volunteers at fruit picks
- Maintain and inventory equipment, fruit tree locations, and storage
- Liaise with volunteers, fruit tree owners, **community agencies**, and other interested partners
- Coordinate fruit drop through local processors
- Report to the Programs Coordinator regarding progress and outcomes
- Complete, maintain and manage all necessary documentation related to the job (contact lists, inventory of equipment and storage, and post-pick details, etc.)
- Assist in promotion of fruit gleaning activities in Richmond

Compensation & Term:

Part time employment, to a maximum of four hours per week over 20 weeks. Payment will be at \$20 per hour w/compensation for mileage. The job position starts around June 15, 2014 and runs until October 30th, 2014.

Eligibility:

- Must pass a criminal record check
- Hold valid Class 5 driver's licence

Qualifications:

- Demonstrate experience with volunteer coordination and management
- Excellent organizational skills, including program coordination
- Exceptional attention to detail for reporting purposes
- Excellent interpersonal, oral and written communication skills
- A skilled team leader with the ability to work independently
- Demonstrated experience with database management
- Be physically able to move ladders and equipment, move boxes of fruit from sites to storage
- Ability to be a self-starter and work flexible hours as the job requires
- Vehicle ownership is an asset

How to Apply:

The application deadline is May 30th, 2014. Please send a resume and a cover letter and resume, including names, email addresses and phone numbers of two (2) references with the subject line "Fruit Gleaning Coordinator" to Colin Dring at: info@richmondfoodsecurity.org

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