

## Title: Food Security Volunteer Coordinator

### Purpose:

The purpose of this position is to oversee the recruitment, training, management, and coordination of a team of volunteers involved in providing food security services at MSVUSU.

### Job Classification:

Level 3

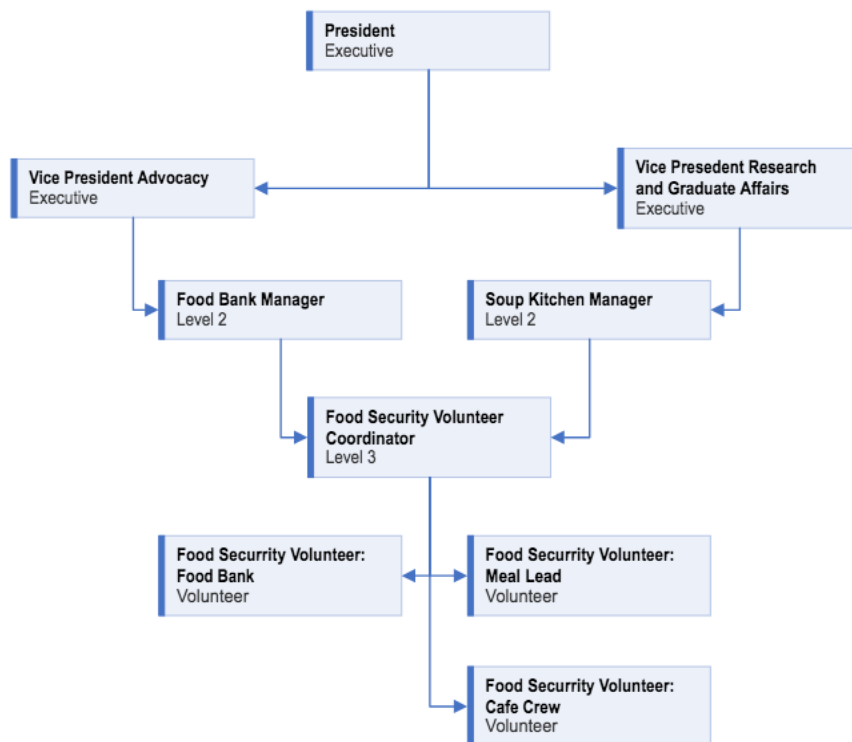
### Compensation:

This position is compensated with hourly wages at the Nova Scotia Minimum wage plus 12%.

This position is part-time, with a maximum of 15 hours per week. Reading weeks, winter break, and non-statutory holidays are all unpaid time off unless otherwise stated in the employee handbook.

### Reporting and Supervision:

This position reports to both the Food Bank Manager and Soup Kitchen Manager, and supervises the Food Security Volunteers.



### Duties and Responsibilities:

#### *Essential Duties*

Gather information about operating hours and staffing requirements from the Food Bank Manager and Soup Kitchen Manager, and create a volunteer schedule that ensures adequate staffing for each service based on the types of volunteers needed, and volunteer availability.

Maintain an up-to-date database of volunteer information, availability, skills, and activities.

Recruit, screen, and manage potential volunteers to ensure they are the right fit for the organization and its activities.

Provide support and supervision to volunteers by providing on-site training and orientation to ensure they have the necessary skills and knowledge to effectively carry out their duties.

Providing ongoing support, feedback, and recognition to volunteers, and managing any performance issues that may arise.

Keeping accurate records of volunteer hours, activities, and contact information.

Maintaining regular communication with volunteers to keep them engaged and informed about upcoming events and opportunities.

#### *Other Duties*

Assist the Food Bank Manager and Soup Kitchen Manager in promoting food security services to students by attending events, giving talks in classes, using social media, and taking other necessary steps.

#### *Key Responsibilities*

Develop, document and utilize recruitment strategies to attract volunteers and promote volunteer opportunities.

Ensure volunteers have reviewed and signed the volunteer handbook and confidentiality agreement.

Reporting on volunteer activities and outcomes, evaluating volunteer programs, and making recommendations for improvement.

#### *Governance and Service*

Attend and actively engage in all Food Security Committee meetings, and be willing to participate in other committees or working groups as needed.

### **Required Qualifications:**

#### *Education*

Be a student at MSVU enrolled in at least 0.5 credits, one audit course, or a thesis.

Have or be able to obtain certifications in WHIMIS, First Aid, Mental-Health First Aid, and Advanced Food Safety.

#### *Experience*

Some prior experience in volunteer management or a related field.

Experience in recruitment, hiring, and training of employees and volunteers.

Experience with non-profit organizations and/or food security programs.

### *Knowledge, Skill and Abilities*

Good time-management skills.

Excellent communication and interpersonal skills, with the ability to coordinate and lead groups effectively.

Proficiency in using various software and technology tools, such as office 365, and social media platforms.

Ability to manage and supervise multiple individuals in a fast-paced environment.

Knowledge of other MSVU and MSVUSU services available to students.

### *Behavioural Competencies*

Demonstrated passion and commitment to addressing food insecurity and related issues.

Strong problem-solving skills, adaptability, and flexibility to respond to changing situations and priorities.

Ability to maintain confidentiality and work independently or collaboratively as part of a team.

Strong commitment to the principals of Equity, Diversity, Inclusion and Accessibility, and the values of the MSVUSU.

### **Preferred Qualifications:**

Knowledge of volunteer management best practices.

### **Mental/Physical Effort and Working Conditions:**

The work environment can be noisy, fast-paced, and require standing for long periods of time. It may also involve working in a hot and humid environment, and handling sharp tools and equipment.

The job requires good physical stamina and the ability to perform physically demanding tasks, such as lifting heavy objects, bending, and twisting.

People in this position must follow strict safety guidelines to prevent accidents, such as wearing protective clothing and using kitchen equipment safely.

People in this role will be interacting with students experiencing food insecurity, who may themselves be experiencing high levels of stress. This can be stressful for those working in this position.

