

Volunteer Manager
8 weeks, July to Sept 2021
30 hours per week

MakeWay is a national charity and public foundation with a goal to enable nature and communities to thrive together. We do this by building partnerships, providing solutions, grants, and services for the charitable sector across the country.

Position Overview

Hidden Harvest Ottawa is a charitable project on MakeWay's shared platform, with a mission to make use of the urban fruit in backyards and on city property that would otherwise go to waste. We do this by running volunteer-driven fruit tree picks, contributing fresh food from every harvest to local food banks and agencies. Through our harvest events and community partnerships, we seek to make good use of local food and inspire community members to steward the bounty growing in their own neighbourhoods.

This is a rare opportunity to work for a small, grass-roots charitable project working at the heart of social change. We are seeking an enthusiastic, independent people-person who shares our passion for creating a food-tree friendly city to join us as our **Volunteer Manager**.

The **Manager** supports the rescue of fruit by ensuring Hidden Harvest volunteers and harvest leaders feel supported and communicated with. With your help, our Neighbourhood Leaders and other volunteers will harvest hundreds of trees and share the bounty with thousands of people through local community food programs, food banks, volunteers, and processing partners.

This position is made possible through the support of the Canada Summer Jobs (jobbank.gc.ca/youth) program – as such, there are several qualification requirements for this position which can be found below.

Anticipated Start Date: **Jul 4, 2022**

Location: Ottawa, ON

Salary: \$15 per hour, plus fruit!, commensurate with experience

Key Responsibilities

Your primary role as Volunteer Manager is to support our broad base of volunteers through communication materials and the organization of volunteer events. You will be responsible for:

- Planning and implementing 2-3 volunteer appreciation events in August, such as backyard orchard tours or wild edible walks
- Support the delivery of the end of season wrap-up including preparing volunteer surveys, and the end-of-year presentation

Toronto
makeway.org
832 College St.
1.866.843.3722
Toronto, ON M6G 1C8

Vancouver
400-163 West Hastings St.
Vancouver, BC V6B 1H5

Yellowknife
300-4902 49 St.
Yellowknife, NT X1A 2P8

- Creating content for website and social media, publishing 3 newsletters to keep volunteers up-to-date
- Supporting harvest event delivery and the Harvest Coordinator as needed
- Building positive community relationships with tree owners, volunteers, food agencies, and local food producers
- Recruiting and supporting new harvest volunteers, leaders, and tree owners
- Communicating with the Harvest Coordinator and the Steering Committee on a regular basis
- Other tasks as assigned and required

You will be provided with harvest leader training, access to learning materials, support for skills development, and an evaluation of your work.

Qualifications and Skills Sought

- Excellent written and verbal communication skills
- Experience in facilitation, teaching, or leading groups
- Experience in event coordination or customer service
- Tech savviness: Particularly Google Suite, Excel, and Powerpoint. Experience with MailChimp and Wordpress would be an asset.
- Interest or experience in local food initiatives or fruit trees
- Access to a computer and phone for work purposes
- Ability to travel to different neighbourhoods for harvest events. It would be an asset if you have a driver's license and access to a vehicle to transport fruit donations
- Post-secondary students and/or recent graduates are encouraged to apply

Qualifications Required

This position is made possible through the support of the Canada Summer Jobs Program (jobbank.gc.ca/youth), and as such, it is a requirement of this position that the individual hired must:

- Be between 15 and 30 years of age at the start of the employment
- 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
- 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

Proof of the above qualifications may be requested at a later time.

Working Conditions

This is a highly rewarding job working with people who are passionate about local food. You'll have a lot of flexibility regarding your hours and work location, spending most of your time coordinating events on your computer or phone, working independently, and 2-8 hours per week outside. In this position, you have a big impact: we only have one other staff member and we don't have an office. You will report to the Program Manager and key Steering Committee Members, meeting weekly to review tasks completed and upcoming priorities. You will also be in regular communication with key Neighbourhood Leaders, volunteer harvesters and tree owners across the city.

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How to Apply

Together with your resume or link to your updated LinkedIn profile, please forward a short letter (1-2 pages) or video (2-3 minutes) which includes your responses to the following questions:

1. How did you hear about this position?
2. How does this job fit into your life story?
3. How will your skills and experiences help you support volunteers, coordinate events, and share loads of fruit this season?
4. Confirm you meet the mandatory requirements for the Canada Summer Jobs Program (see above)

Please send your resume or LinkedIn profile link and letter or video with your responses to the above questions to info@hiddenharvest.ca, with the subject "Volunteer Manager Application – [your name]" by **June 15 2022, or until the position is filled.**

Our sincere appreciation to all those expressing interest in the position, however, only those applicants invited for an interview will be contacted. Applications will be reviewed on a rolling basis and early applications are encouraged. We will accept applications until the position is filled. No phone calls or recruiters please. Thank you for your interest!

For more information about Hidden Harvest Ottawa and MakeWay, please visit:

ottawa.hiddenharvest.ca and makeway.org/approach/shared-platform/

***As Hidden Harvest Ottawa is on MakeWay's Shared Platform,
the selected candidate will be an employee of MakeWay.***

***MakeWay is strongly committed to creating a diverse workplace environment and
we welcome and encourage applications from the communities we serve.
We are proud to be an equal opportunity employer.***

***MakeWay will provide accommodation during all steps of the hiring process, upon request, to
applicants with disabilities. Please advise us if you need any accommodation.***

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