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| <b>Position</b>             | Volunteer Coordinator   |
| <b>Employment Type</b>      | Part-Time   |
| <b>Work Hours</b>           | ~24 hours/week; 3 month contract with likely extension. Health benefits after 3 months review     |
| <b>Work Setting</b>         | Hybrid (Monday & Wednesday on-site; remote work using own equipment)                              |
| <b>Salary</b>               | \$26.50 hour; \$34 biweekly phone allowance   |
| <b>Reporting</b>            | This position is an employee of East End United Regional Ministry, reporting to the Nourish Board |
| <b>Application Deadline</b> | July 3, 2025*   |
| <b>Target Start Date</b>    | ASAP  |

Please submit your resume and a letter about yourself to: [nourishboard@eastendunited.ca](mailto:nourishboard@eastendunited.ca)

*\*We are prioritizing existing volunteers for this role. Applications will be screened on a rolling basis as received. All applications should be submitted by July 3rd.*

## Position Overview

The Volunteer Coordinator position is a key role that oversees and supports the more than 100 volunteers who deliver our weekly food bank and monthly community dinners. You are responsible for identifying and developing volunteer roles and responsibilities, scheduling and maintaining volunteer records, supporting Nourish programming delivery, and oversight of volunteer events and team building, all while practicing our values of the right to fresh, quality, and nutritious food for all our neighbours in need.

# What You Will Do

## **Manage scheduling and volunteer information (35%)**

- Manage volunteer schedules, attendance, emergency contact information and other volunteer records (ie. training).
- Making sure all positions are filled and planning and finding coverage for absences.
- Provide documentation for student volunteers as needed
- Outreach to volunteer list using different methods (email, WhatsApp, phone, etc)
- Support the community dinner coordinator and other Nourish teams to find and train volunteers

## **Support existing volunteers (30%)**

- Communicate regularly with volunteers
- Support our volunteers (including administration of a small emergency support fund)
- Provide structure and guidance to volunteers and champion Nourish mission, vision, and values
- Provide conflict resolution and incident management support

## **Volunteer signup and onboarding (10%)**

- Respond to and review volunteer expressions of interest
- Maintain volunteer roles and create new ones as needed
- Match volunteer's skills with specific roles, including new ones
- Organize volunteer onboarding and training
- Coordinate and manage volunteer intake and requests

## **Collaborate and support Nourish programs (15%)**

- Work with Nourish staff, volunteer leads, and Board to create and deliver client supports, administer policies and processes, and manage conflict and issues
- Work collaboratively to support Nourish operations and our mission, vision, and values

## **Plan and deliver volunteer training, team building, and appreciation (5%)**

- Plan and organize one volunteer appreciation event each year (minimum)
- Plan and organize around 4 training or team building events
- Determine event budgets
- Build a collaborative and inclusive volunteer team culture

## **Other duties as assigned by the Board (5%)**

- For example: work with volunteer team on social media posts

## What You Bring To The Team

- Experience overseeing a group of people in busy, in-person environment; with diverse clientele; volunteer coordinator experience is especially valued
- Values consistent with Nourish's core beliefs that access to fresh, quality and nutritious food is a basic human right and that individuals experiencing food insecurity must be a crucial part of delivering our programs.
- Commitment to providing safe, consistent and equitable services to all
- Computer literacy and the strong organizational skills required to maintain detailed records and documents
- Demonstrated collaborative management skills, with an emphasis on building inclusive teams
- Comfortable working in a diverse community including individuals experiencing food insecurity, precarious housing, disabilities, health and mental health challenges; limited literacy and English-language skills, etc.
- Conflict management skills; de-escalation skills, ability to accept and deliver constructive, respectful criticism
- Physical stamina (e.g. ability to lift up to 50 pounds.)
- Driver's license and additional languages would be assets
- Ability to work in-person, Monday mornings and full days on Wednesdays, with some occasional evenings required
- Ability to provide a vulnerable sector screening check (costs covered by Nourish)

## About Nourish East End

Nourish East End (Nourish) is an east-end market-style food bank, where we welcome our clients with an understanding that all human beings have the right to fresh, quality, and nutritious food in an environment where dignity and choice is respected. Our program is open to neighbours in need, of all spiritual beliefs, ethnicities, backgrounds, abilities, sexual orientations and gender identities. Our volunteer pool includes individuals from all of these communities and includes many client volunteers with lived experience of food insecurity.

Nourish is a long-established, volunteer-driven program of East End United Regional Ministry (EEU). We run a weekly food bank and a monthly community dinner at 1470 Gerrard Street East. We are a partner in the East End Food Hub and part of the Daily Bread Foodbank network. Our program operations reflect EEU's commitment to radical hospitality.

East End United is committed to employment equity and to meaningful engagement with our neighbours and community in all that we do. Individuals of any faith, or no faith, are encouraged to apply for this position, if they share our commitment to radical hospitality and are comfortable representing our values. We encourage applications from people with culturally diverse backgrounds and those with personal experiences of food insecurity. Please advise us if you require an accommodation to participate in this process.