

Volunteer Coordinator

The Volunteer Coordinator:

Shall be familiar with the goals and direction of the Vancouver Farmer's Markets/Your Local Farmers Market Society and thereby work to support its philosophies, standards and objectives.

Shall maintain a working knowledge of the Vancouver Farmer's Market's Policy and Procedures Manual and Society Bylaws and Policies.

The position is part-time (up to 15 hrs./week) provides support to VFM Operations Manager, on-site Market Managers, Events Coordinators and the Public Engagement Manager, as well as committees of the Board and the Board of Directors.

This position maintains the smooth operations and development of the Volunteer Program, including organizing, training and acknowledging volunteers, coordinating their roles for on- and off-site events (as distinct from staff), and building a strong, supportive, long-term volunteer team that can represent the organization and champion its presence in Vancouver's neighbourhoods and communities.

This position requires strong interpersonal and organizational skills, ability to work with deadlines and individual volunteer's schedules, knowledge of computer systems & social marketing, excellent communication skills, a strong willingness to learn and has experience of teamwork and providing leadership.

This position reports directly to the Operations Manager and the Executive Director.

Responsibilities

- **Orienting returning volunteers to current opportunities, vacancies**
- **Training new volunteers**
- **Screening new volunteers to determine skills, interest level and time commitment**
- **Tracking volunteer hours (could be assumed as part of the schedule work)**
- **Maintaining and updating volunteer database**
- **Willingness and flexibility to visit markets and meet staff, vendors and volunteers face-to-face**
- **Maintaining ongoing correspondence with volunteers**
- **Weekly/monthly scheduling of volunteers for on-site market shifts, off-site community events shifts and public relations opportunities**
- **Scheduling volunteers for annual organizational events (eg. VFM's annual fundraiser RIPE)**
- **Coordinating volunteer appreciation events (in conjunction with Special Events coordinator)**
- **Recruiting new volunteers**
- **Engaging with VFM staff to maintain and develop volunteer program**
- **Incorporating regular communications updates via volunteer blog, newsletter, other methods**
- **Maintaining Volunteer Handbook & updating as needed**
- **Working within limited budget for volunteer appreciation events and acknowledgement**
- **Attending staff meetings, providing monthly program updates**

Qualifications

- **High School Diploma or equivalent**

Your Local Farmers Market Society***Job Description***

- One year previous experience in volunteer coordination
- General office equipment competency – familiarity with computer software & general communications applications (Word, databases, social marketing applications): Mac platform
- Awareness of the issues related to farmers markets, community food systems, not-for-profit organizations

This position will require up to 15 hours/week year-round and pays \$15/hour. This position offers flexible hours with some work from home, at the VFM office, on site at the markets and at community events.

Last updated: June 15, 2010