



# Volunteer Services Associate

## Job Ad

*Harvest Manitoba is a fast-paced and energetic workplace with employees that care about the work we do and the communities that we serve. As a not-for-profit, community-based organization, our goal is to collect and share food with people that are hungry and offer training opportunities to help people step up and out of poverty.*

Harvest Manitoba is an outstanding place with employees that care greatly about the work that we do and the people that we work with and serve. We're seeking an outgoing **Part-Time (4 months term renewable) Volunteer Services Associate** that will work well with our team. As a **Volunteer Services Associate**, you are the first person many of our volunteers interact with, and the first impression they have of Harvest Manitoba. Your role is to ensure a smooth and professional experience, and work with our Harvest Manitoba CREW to ensure our volunteers are working effectively and feeling valued.

### **What you'll do:**

- Answer general inquiries about volunteering via phone, email & drop-in.
- Work with the Harvest Manitoba CREW to determine work assignments for groups and individuals.
- Act as a first point of contact and host for volunteers and guests, including preparation of work areas and conducting tours.
- Assist with volunteer orientations, intakes, interviews and assessments to determine the best placement.
- Provide a welcoming and appreciative environment, and work to improve the experience of, and ensure the retention of, our volunteers.
- Address any behavioral or procedural issues or conflicts within the volunteer group.
- Liaise with other departments throughout the day to assess volunteer priorities.
- Provide leadership, guidance and mentoring to our volunteers.
- Support the Harvest Manitoba CREW however it is needed.

### **About You:**

- You believe in the dignity of all humans and have a caring, positive attitude.
- Ability to work effectively as a team member in a fast-paced environment.
- Exceptional interpersonal, written and oral communications skills.
- Experienced in public speaking & working with groups/volunteers conducting tours.
- Familiarity with hunger and poverty issues, and the resources available.
- Knowledge of computer systems, particularly the MS Office Suite.
- Post-secondary education and additional language(s) are assets.
- Valid Class 5 driver's license with a clean driver's abstract.
- Ability to pass a Criminal Record Check & Child Abuse Registry Check.
- Commitment to the organization's vision of accessible, healthy and sustainable food for all.

***Evening and weekend shifts will be required as business levels dictate.***

***Think you have what it takes to join our outstanding CREW? Let's talk.***

To learn more about this opportunity, visit: <https://www.harvestmanitoba.ca/about-us/join-our-crew/>

**Apply by email with your resume and cover letter at: [hr@harvestmanitoba.ca](mailto:hr@harvestmanitoba.ca)**

*We thank all candidates for their interest; however only those with the required qualifications will be contacted.*

Harvest Manitoba is an equal opportunity employer and is committed to equity, diversity & accessibility in the workplace.