



***Our vision is a Manitoba where no one goes hungry. We operate the largest community food network in the province to alleviate hunger, promote access to nutritious foods, and help support healthier living for Manitobans in need. Join our Crew and help us nourish our communities.***

## **VOLUNTEER SERVICES ASSOCIATE**

**Full-Time, Permanent**

**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 are seeking an outgoing 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 will 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: [www.harvestmanitoba.ca/join-our-crew/](http://www.harvestmanitoba.ca/join-our-crew/)**

**Application Instructions:**

***Apply on Indeed or send an email with your cover letter, stating salary expectations, and résumé to [HR@harvestmanitoba.ca](mailto:HR@harvestmanitoba.ca)***

***We thank all candidates for their interest, however only those selected for an interview will be contacted.***

***Thank you for your interest in Harvest Manitoba.***