



*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 ADMINISTRATIVE ASSOCIATE**

**Full-Time, 12 Month Term**

**Salary Scale - \$13.50 to \$16.25 per hour**

**Harvest is an outstanding place with employees who are passionate about who what we do and who we serve. We are seeking an outgoing Volunteer Services Administrative Associate that will work well with our team. As the Volunteer Services Administrative 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 have a fantastic volunteer experience each time.**

#### ***What you will do:***

- **Act as a first point of contact and host for volunteers and guests, screens everyone entering the building ensuring those eligible are fully immunized against COVID-19.**
- **Answer general inquiries about volunteering via phone, email & drop-in.**
- **Perform a variety of administrative tasks including but not limited to maintaining the volunteer and Donor Perfect databases, scheduling volunteers, volunteer recognition, complete and submit forms and confirmation of hours letters, keep track of volunteer hours and milestones, update volunteer files as required.**
- **Ensure policies, dress code and safety parameters are followed by all volunteers.**
- **Responsible for recruitment, processing applications, screening, scheduling, building capacity, and supporting individual and group volunteers.**
- **Schedule and coordinate volunteers to complete the volunteer orientations, communicate information to volunteers regarding orientation, and assessments to determine the best volunteer placement as well as review policies and procedures with volunteers.**
- **Lead tours for volunteer groups, individuals, donors, and community members as needed.**
- **Work with the Harvest Manitoba CREW to determine work assignments for groups and individuals as well as liaise with other departments throughout the day to assess volunteer priorities.**
- **Provide a welcoming and appreciative environment, and work to improve the experience of, and ensure the retention of our volunteers.**
- **Provide leadership, guidance and mentoring to our volunteers.**
- **Complete special projects and perform other duties as assigned.**
- **As a member of the Winnipeg Harvest CREW, support the team however needed to ensure operational needs are being met.**

#### ***About You:***

- **You believe in the dignity of all humans and have a caring, positive attitude.**
- **Applicant's must present official documentation confirming they are fully immunized against COVID-19 along with identification to validate the person's identity as matching the vaccination record provided.**
- **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.

**Application Instructions:**

*Apply on Indeed or send an email with your cover letter 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.*