



VOLUNTEER SERVICES ASSOCIATE

Part-Time

Salary Scale - \$12.00 to \$13.00 per hour

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:

- 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.
- Ensure policies, dress code and safety parameters are followed by all volunteers.
- Provide a welcoming and appreciative environment, and work to improve the experience of, and ensure the retention of our volunteers.
- Work alongside volunteers while performing tasks in the warehouse such as the packaging of hampers, sorting perishable and non-perishable items, loading boxes, weighing items, and other production duties as required.
- Maintain clean and orderly workstations in the warehouse, assist with set-up and tear down after volunteer shifts.
- Operate pallet jack and/or forklifts as needed.
- Answer general inquiries about volunteering via phone, email & drop-in as required.
- Assist with volunteer orientations, intakes, interviews, and assessments to determine the best placement.
- Address any behavioral or procedural issues or conflicts within the volunteer group.
- 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 your shift to assess volunteer priorities.
- Provide leadership, guidance and mentoring to our volunteers.
- As a member of the 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.
- Applicants must present official documentation confirming they are fully immunized against COVID-19
- Ability to lift, push, pull a minimum of 50 lbs., sit, and stand for extended periods of time.
- Previous experience in warehouse operations or customer service an asset
- 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.
- 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.

To learn more about this opportunity, visit: www.harvestmanitoba.ca/about/join-the-team/

Apply by email with your resume and cover letter at: hr@harvestmanitoba.ca

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