



### **About Harvest Manitoba**

Harvest Manitoba (“Harvest”) is a charitable organization dedicated to nourishing our communities and our sense of community so that no Manitoban goes hungry. We receive 11 million pounds of food every year, which is sorted and packed largely by volunteers into Harvest Hampers and distributed to Manitobans through our Community Food Network of more than 325 food banks and agencies in Winnipeg, rural, northern and First Nations communities. Right now, we feed 80,000 Manitobans every month, 46% children. Our Food Distribution Centre, which includes our Emergency Food Support Assistance Line and Warehouse, is in our Winnipeg Headquarters.

### **Mission**

*Working together  
towards a healthier  
future for all where no  
Manitoban goes  
hungry*

### **Volunteer Services Associate Job Description Part-Time Permanent Salary Scale \$13.80 to \$15.05 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.

**Reports to:** Senior Volunteer Services Manager

### **Responsibilities:**

- Act as a first point of contact and host for volunteers and guests, including preparation of work areas and conducting tours.
- Work with the Harvest Manitoba CREW to determine work assignments for groups and individuals.
- 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.
- 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.
- Answer general inquiries about volunteering via phone, email & drop-in.
- Provide leadership, guidance and mentoring to our volunteers.
- Complete special projects and perform other duties as assigned.
- 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.
- 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.
- Required to have a valid Class 5 driver's license with a clean driver's abstract.
- Required to have the 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: <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 selected for an interview will be contacted.*