



## Job Posting

### Volunteer Coordinator

#### 10-Month Maternity Leave Replacement Contract (Full-Time Position)

#### About the NDG Food Depot

Founded in 1986, the NDG Food Depot is a community-based non-profit organization that works collaboratively with its community to address the root causes of hunger and poverty in NDG and the surrounding areas in a manner that ensures dignity, community engagement and the development of human potential.

At the NDG Food Depot, we offer programs to support the food security and healthy eating habits of youth, families and individuals. These range from emergency food distribution and farmers' markets to community kitchen workshops and collective gardens. Over 20 innovative and vibrant programs are geared at developing skills, building community and promoting our vision of *Good Food for All*.

We are currently looking for an experienced and dynamic **Volunteer Coordinator** with a passion for people and the development of human potential to join our fun and dedicated team. They will foster relationships, support our wonderful volunteers and make the smooth functioning of our programs possible.

This is an exciting time to join us! We have rapidly grown and diversified our programs towards the realization of a Community Food Hub with activities and services for all. The Volunteer Coordinator position is central to our organization. This posting is for a 10-month maternity replacement contract and is not renewable. The Volunteer Coordinator will work alongside our passionate staff to support and improve the Depot's volunteer program.

#### Principal Responsibilities/Tasks:

- Develop and maintain excellent relations with all individual volunteers and volunteer groups
- Recruit, schedule and confirm volunteers for regular volunteer shifts
- Recruit, schedule and confirm volunteers for Depot events and special volunteer needs
- Work with staff to identify volunteer needs across all programs and events and to match volunteers to work which suits them
- Develop materials and strategies to promote the Depot volunteer program
- Organize and facilitate new volunteer information sessions including follow-up
- Develop recruitment and retention strategies for reception volunteers
- Co-coordinate food basket registration twice a week
- Maintain volunteer database, statistics and reports
- Organize volunteer events, training opportunities, recognition and feedback

### **Program Development:**

- Manage volunteer program evaluation and develop systems to encourage volunteer feedback and participation in decision-making
- Create opportunities for volunteers to take larger roles in the Depot (trainers, mentors, ambassadors, etc.) with a particular aim towards expanding the scope of the Depot's Volunteer Ambassador program
- Liaise with and visit other organizations to learn and incorporate best volunteer practices

### **Specific skills and experience required:**

- Experience managing, coordinating and inspiring a diversity of volunteers
- Bilingual (excellent written and oral French/English)
- Experience with volunteer recruitment
- Strong interpersonal, communication and leadership skills
- Knowledge about food security, the NDG Food Depot and/or the community sector in NDG and Montreal
- Experience working in a dynamic and motivated team
- Experience working in community organizations or NGOs an asset
- Event planning experience an asset
- Program development experience an asset
- Passionate about *Good Food For All*

### **Attributes:**

- Excellent organizational and time management skills and ability to work under pressure
- Comfortable working with, motivating and managing a diverse team
- Collaborative, yet self-motivated and autonomous
- Ability to see big picture and plan for both immediate and long-term needs

### **Working conditions:**

- Salary: \$19/hour plus benefits
- 35 hrs/week
- Weekly schedule:
  - Monday, Wednesday, Thursday, Friday: 9am-4pm
  - Tuesday: 10am – 5pm
- **Contract: May 21st, 2018 - March 8th, 2019**



### **To apply:**

Please drop off or email a cover letter and your CV in a single document (PDF) to Marguerite Kinack at [office@depotndg.org](mailto:office@depotndg.org) **by Friday, April 27th at 5pm.**

Only selected candidates will be contacted.

The NDG Food Depot is committed to creating a workplace as diverse as the communities we serve and thus **strongly encourages people from our diverse communities and people who experience marginalization to self-identify in their cover letter.**



**TIPS FOR APPLYING! In your cover letter, we want to hear:**

- **Who you are and what your background is.** The NDG Food Depot is committed to creating a workplace as diverse as the communities we serve and thus strongly encourages applicants from our diverse communities and people who experience marginalization to self-identify in their cover letter.
- **What you like about the Food Depot and why you want to work in this job.** We want to make sure you understand our mission and our values. Tell us why you think this job is interesting and important.
- **What your experience is.** Have you worked in similar jobs or have you volunteered in similar programs before? Tell us what skills that you gained and how your experience would help you in this job. If there's experience you don't have, be honest and tell us how you hope to grow and learn.
- **Be yourself!** We want to hear your voice and enthusiasm!



**Questions about the jobs or the application process?**

Please contact Marguerite at [office@depotndg.org](mailto:office@depotndg.org) or **514-483-4680 x219**