

**VOLUNTEER & EVENTS COORDINATOR
JOB DESCRIPTION**

STATUS: Part-time contract (4 days per week or 28 hours)

REPORTING TO: General Manager

PURPOSE OF POSITION:

- Organize, co-ordinate and supervise Volunteer Services including volunteer recruitment, training and recognition, as well as Giftworks
- Provide support to all KLFS events including: food drives, 3rd party and events.
- Prepare and deliver community presentations to raise awareness about KLFS and the need within our community
- Support MAAG (Link2Feed), Grab N’Grow (school contracts, etc. and tracking)

20%	<p>All aspects with volunteers: recruitment, retention, recognition</p> <ul style="list-style-type: none"> • sorting schedule • seeking to fill committee’s and other activities as needed • correspondence of other KLFS happenings • onboarding and training • volunteer appreciation and socials • maintaining Giftworks
40%	<p>Support fundraising committee</p> <ul style="list-style-type: none"> ▪ attend meetings <ul style="list-style-type: none"> ○ take minutes, prepare agenda, etc when necessary ▪ provide event support to all events ▪ fill out all paperwork on behalf of KLFS ▪ relay marketing information to appropriate staff and committee <p>Support food acquisition committee</p> <ul style="list-style-type: none"> ▪ attend meetings when necessary ▪ prepare and circulate schedule ▪ look for new opportunities for third party events ▪ ensure there is a wrap up for each major event ▪ logistics <ul style="list-style-type: none"> ○ coin boxes, banana boxes, storage container ▪ fill out all paperwork on behalf of KLFS ▪ Provide support to 3rd party events (scheduling and preparing barrel delivery with volunteers, warehouse drop off logistics).
20%	<p>Community Outreach:</p> <ul style="list-style-type: none"> • Create bi monthly newsletter including content, printing and distribution. • Outreach to community groups, service clubs and events with presentations, materials, and training appropriate volunteers to support

KAWARTHA LAKES FOOD SOURCE

	<p>this outreach.</p> <ul style="list-style-type: none">• Manager school agreements and update monthly reporting and tracking
20%	<p>Provide Administrative support to the organization including:</p> <ul style="list-style-type: none">• Answer telephone and direct calls to appropriate staff.• Weekly filing• Prepare daily mail and deliver to post office.• Ordering/purchasing of office supplies (Office Max/Staples).• Recording annual membership renewals, insurance coverage, signed agreements and attendance at monthly meetings if deemed necessary.• MAAG (Link2Feed)• Prepare and track Thank you letters

SKILLS AND KNOWLEDGE REQUIRED FOR THE POSITION

- Experience working with volunteers including understanding of the role of volunteers in agency operations & effective volunteer engagement practices
- Strong computer literacy including software programs including Microsoft Office (Word, Excel & Publisher), and ability to learn new software quickly
- Excellent oral and written communication skills
- Excellent interpersonal skills
- Knowledge of social media as a marketing tool
- Website content management (Wordpress)
- Valid Ontario driver's license and access to a car