

**VOLUNTEER & EVENTS COORDINATOR
JOB DESCRIPTION**

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

REPORTING TO: General Manager

Are you an experienced event planner that has an interest in helping those who do not have enough? Kawartha Lakes Food Source is looking for an Events & Volunteer Coordinator. We are looking for someone with fundraising experience, has the ability to communicate both verbally and written in an effective and engaging way, enjoys partnering with other community organizations and businesses, and is committed to the cause of feeding those who do not have enough. You also have volunteer experience which will help as you will be coordinating KLFS volunteers to support food drives, committees, sorting in our distribution centre and many other aspects of what we do. If you are decisive, take initiative and enjoy helping others, please see the full job description on our website:

www.kawarthalakesfoodsource.com or call 705-324-0707.

PURPOSE OF POSITION:

- Plan and implement fundraising events to support our operations and programs
- 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 Events Committee</p> <ul style="list-style-type: none"> ▪ plan all aspects at least 4 small and medium events and 1 large scale event ▪ attend volunteer committee meetings <ul style="list-style-type: none"> ○ take minutes, prepare agenda, etc ▪ provide support to volunteer led events ▪ fill out all paperwork on behalf of KLFS ▪ relay marketing information to appropriate staff and committee <p>Support Community Engagement Committee</p> <ul style="list-style-type: none"> ▪ plan all aspects of at least one 3rd party event each month ▪ attend meetings ▪ prepare and circulate 3rd party event schedule ▪ look for new opportunities for third party events ▪ ensure there is a wrap up summary for each major event

KAWARTHA LAKES FOOD SOURCE

	<ul style="list-style-type: none"> ▪ logistics for monthly and the 2 annual major food drives and tag day <ul style="list-style-type: none"> ○ organizing, scheduling, coin boxes, banana boxes, storage container ▪ fill out all paperwork on behalf of KLFS ▪ Provide support to 3rd party events that includes barrel (scheduling and preparing barrel delivery with volunteers, distribution centre drop off logistics).
20%	<p>Community Outreach:</p> <ul style="list-style-type: none"> • prepare bi monthly newsletter content, distribution to volunteers etc • Outreach to community groups, service clubs and events with presentations, materials, and training appropriate volunteers to support this outreach. • 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

- An experienced fundraising event planner that takes initiative and is a strong decision maker
- 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
- Valid Ontario driver's license and access to a car
- Some evening and weekends will be required for meetings and events

Please send resume to: info@kawarthalakesfoodsource.com or drop off at 41 George Street West (Monday – Friday 8:30 – 4:30) on or before July 3, 2018.

Thank you for your application and your interest in helping other. Only candidates selected for an interview will be contacted.