



KAWARTHA LAKES FOOD SOURCE

Community Program Coordinator

JOB DESCRIPTION

REPORTING TO:

Executive Director

PURPOSE OF POSITION:

To expand our reach of service and support to the community through:

The Open Gardens (OG) are operated by KLFS. The gardens are open to any community member ensuring access to fresh food any time of day throughout the growing/harvest season. The gardens are currently following the COVID-19 Community Garden Protocols.

The Family Cooking Project (FCP) is an opportunity for a family to be together in the kitchen while learning how to cook with ingredients, stretch their grocery money, improve health and family time, and increase confidence and skill in the kitchen. KLFS provides necessary kitchen equipment, basic shelf ingredients at the onset, and fresh items along with three recipes each week.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Responsible for all aspects of each program noted above, including but not limited to:

A. PROGRAM DEVELOPMENT, IMPLEMENTATION, AND REPORTING

1. Implements and then oversees the efficient and effective day-to-day operations of the Family Cooking Project and the Open Garden programs
 - a. Family Cooking Project:
 - i. Pick up food orders from grocery stores and the distribution centre regularly for FCP – access to a reliable vehicle will be required
 - ii. Onboard and regular communication with participants
 - iii. Pre and post evaluation of skills/confidence in the kitchen, refinement of project as needed to serve the audience, quantify impact on families where possible for FCP
 - iv. Weekly food purchasing, sorting of fresh items and distribution for the FCP
 - b. Open Gardens
 - i. Spring set up, planting, watering/weeding and fall cleanup of over 70 raised beds within Lindsay



- ii. Collaborate with staff/members to determine what should be grown
- iii. Harvesting, preparing the harvest for donation and appropriate tracking for KLFS to distribute to member food banks
- iv. Supporting KLFS programs with harvest through planned planting or surplus harvest (Summer Outreach Lunch Program, Family Cooking Project, Food Literacy Project, other)
- v. Developing programming and educational opportunities to pilot

B. COMMUNITY ENGAGEMENT

1. Work with partner organizations to identify families that would benefit from the FCP
2. Onboarding of each family and establishing kitchen equipment needs for FCP participation
3. Weekly support via email/phone call with each family participating in the FCP
4. Provide education opportunities for the community at Open Gardens (plant identification, harvest instructions, cooking tips) through a variety of methods
5. Develops any digital content regarding all programs, submitting to appropriate staff to be posted on social media and/or website
6. Establishes and maintains good working relationships and partnerships with member agencies, community groups, media and other local organizations to help achieve the organization's goals
7. In partnership with staff, act as the spokesperson of the FCP and OG when appropriate, preparing and distributing press releases and participating in media interviews on behalf of the organization
8. Creates and distributes promotional materials for FCP and OG in concert with staff
9. Review and make recommendations to CKL Master Plan and By-Laws that support local and accessible food
10. Communication to social service agencies about garden and how their clients can access produce

C. HUMAN RESOURCE MANAGEMENT

1. Supports clients, volunteers, and staff by fostering a positive work environment where both individual achievement and team collaboration are encouraged
2. Works with Community Engagement Coordinator for volunteer requirements for all projects
3. Train and manage volunteers onsite and project specific
4. Offers clients and garden visitors referrals to relevant local programming from which they may benefit

D. ADMINISTRATION

1. Answer telephone and direct calls to appropriate staff
2. Receive donations (food and financial), record appropriate information and submit to appropriate staff to be processed and tracked



3. Manage and track inventory including food production and purchasing for Family Cooking Project
4. Bi-annual evaluation, or when necessary, of project operations and implementing any efficiencies
5. Oversight of entire budget for each program separately, including formal tracking of expenses and ensuring spending falls with the budget
6. Supports KLFS fundraising initiatives as needed
7. Supports the ED by assuming tasks as directed
8. Works with Executive Director to apply for future funding
9. Attends weekly KLFS staff meetings and provide detailed updates
10. Prepares a succession plan for each aspect of role
11. Ensures that all aspects of programs comply with KLFS COVID-19 policies and any emerging protocols as released by local, provincial and/or federal governments

SKILLS AND KNOWLEDGE REQUIRED FOR THE POSITION

1. Strong verbal and written communication skills are essential
2. Organized, decisive, and innovative are necessary attributes
3. Management experience is an asset; leadership qualities are paramount
4. Conflict management and sensitive communication
5. Tracking and reporting are essential and required skills
6. Project coordination experience is valued
7. Takes initiative and is creative to achieve deliverables
8. Knowledge of food production, food preparation, and food systems are an asset
9. Familiarity with, and a passion for our community
10. Commitment to poverty reduction and food security

HOURS AND WORK ENVIRONMENT:

This is a full-time position (37.5 hours/week) at a rate of 18.40/hr. Some evenings and weekends are required for this position.

This is a “front-line” position, and requires the successful candidate to work on-site, and make work related visits to food stores.

The Kawartha Lakes Food Source always takes the health and safety of our team serious and follows all provincial and Health Unit mandates. Personal protective equipment (PPE) and disinfecting supplies are readily available for our team and physical distancing measures remain enforced for the foreseeable future.



EQUAL OPPORTUNITY:

The Kawartha Lakes Food Source is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, sex, sexual orientation, age, disability status, or any other applicable characteristics as mentioned in the Employment Equity Act.

APPLICATION PROCESS:

Applications are to be emailed to Heather Kirby, at heather@kawarthalakesfoodsource.com. However, if you do not have access to email or the internet, you may drop your application off in person at 164 Needham Street, Lindsay ON, Monday – Friday, between 8:30 AM and 4:30 PM.

Applications must include a cover letter, resume, and a reference list containing two contacts. Only successful applicants will be contacted to schedule an interview.

Applications are due by October 15, 2021 at 12:00 PM.