



## **Job Posting**

### **Vancouver Fruit Tree Project: Coordinator**

The Vancouver Fruit Tree Project Society is a community-based registered charity dedicated to harvesting and sharing fresh local fruit in Vancouver, British Columbia. Since 1999 we have picked more than 35 000 pounds of fruit and redistributed it to community partners. We celebrate our 13<sup>th</sup> anniversary in 2011.

The Vancouver Fruit Tree Project Society seeks an enthusiastic, organized Coordinator for the 2011 season. The Coordinator position responsibilities include:

#### **Volunteer Coordination**

- Contacting and scheduling fruit picking volunteers, drivers/cyclists, transportation and a community partner (community organization that receives a fruit donations) for each fruit pick.
- Keeping up to date records of upcoming and completed picks, volunteers, tree owners, and community partners.

#### **Supervision**

- Direct supervision of a part time Intern and assisting in overseeing a pilot social enterprise

#### **Communication**

- Building capacity and awareness of the Vancouver Fruit Tree Project by communicating with volunteers, community partners and the public through an email newsletter, print materials, in-person, and with online tools
- Liaising with the Board of Directors and community partners through the season including attending monthly meetings to give a verbal report.
- Contributing to the Annual Harvest Report and to funders' reports as necessary.

#### **Outreach**

- Responding to information requests and media inquiries.
- Attending public outreach events, as time allows.
- Coordinating and promoting VFTP events, including the Harvest season wrap up party and community tabling events, with support from VFTP volunteers.
- Assisting with fundraising efforts as required
- Support the Board of Directors in other ongoing projects and duties, as time allows.

Our ideal candidate:

- Is passionate about food security and community building
- Has demonstrated experience recruiting and coordinating volunteers
- Is extremely organized, can work independently, & is comfortable making decisions
- Has strong written and verbal communication skills
- Keeps up-to-date, detailed records
- Is professional and timely in both phone and electronic communication
- Has fundraising and event organizing experience
- Comfortable with online calendars, email and document sharing programs as well as MS Office.

Please note: a driver's license with a 3-year driving record is required.

This is a part-time seasonal contract position, with opportunity for extension, funding dependant. The contract will run from mid June through October, averaging **10-15 hrs.** per week.

The rate of compensation for this position is \$20/hour. The schedule fluctuates, so flexibility is key. Some evening and weekend hours will be required.

The Coordinator does not need to attend each fruit tree pick but from time to time, if volunteer Pick Leaders/Drivers are unavailable, the Coordinator may lead fruit picks.

The compensation for hours spent fruit picking is \$10/hour. The ideal candidate will be able and willing to lead fruit picks (Pick Leader training will be provided).

**Please submit a cover letter and resume that clearly describe how your skills/experience match our requirements to [info@vancouverfruittree.com](mailto:info@vancouverfruittree.com) by Monday, May 30th. We thank everyone for their interest but are only able to contact those invited for an interview.**