



FAMILY SERVICES OF GREATER VANCOUVER

DUSK TO DAWN VOLUNTEER COORDINATOR INTERNAL/EXTERNAL JOB POSTING COMPETITION NO. 11-10

This part- time (28hrs/wk) day and evening position, reports to the Program Coordinator of the Dusk to Dawn Program.

Purpose of Position: To organize the volunteer program at Dusk to Dawn, with a focus on the kitchen and the maintenance, development, and support of the meal program. This involves the direct management of volunteers, supplies and donations.

Key Responsibility Area: **VOLUNTEER MANAGEMENT**

1. Recruiting, screening (with criminal record checks), interviewing, training, and scheduling volunteers.
2. Ensuring that there is a plan for each meal that is followed through by the volunteers.
3. Supporting the volunteers and facilitating their communication with the staff.
4. Maintaining health and safety standards in the kitchen, and meeting with government officials doing inspections.
5. To be available to work dinner shifts as support to volunteers and staff.
6. Updating information and training packages for new volunteers.
7. Organizing and posting a monthly schedule for volunteers.
8. Organizing volunteer appreciation events from time to time, and taking other measures to maintain the morale of our volunteers.

Key Responsibility Area: **MEAL PROGRAM**

1. Management of foodstuffs, including maintaining a good relationship with the Food Bank, ordering and planning food pick-up from them; picking up food donations with the Dusk to Dawn van.
2. Supervising youth from the centre who help with Food Bank pick-up and food storage.
3. Meal planning such that nutritious meals are provided for our clients as much as possible with a limited budget.
4. Purchasing and maintenance of supplies and equipment within budget constraints.
5. Ensuring that food is stored safely, and ensuring proper food distribution to clients to reduce wastage.
6. Ensuring that the kitchen is cleaned after each dinner. Ensuring kitchen is kept at a high standard of cleanliness.

Key Responsibility Area: **ADMINISTRATION**

1. Criminal record checks and reference checks for all volunteers to ensure the safety of volunteers, staff, and youth who use the centre.
2. Submitting petty cash reimbursement sheets with receipts to the Program Coordinator.
3. Other office duties, including: preparing petty cash forms, donor forms, and assisting with completion of the Annual Report.

Key Responsibility Area: **OTHER**

1. Ensuring proper food stocks are kept at adequate levels
2. Arranging pick-up of donations of food items
3. Attend monthly staff meetings and staff development days.
4. Respect and ensure confidentiality of volunteers, staff, and youth.
5. Support program philosophy
6. Tailor volunteer program design and procedures as needed
7. Maintenance of food storage room

QUALIFICATIONS

Education: Grade XII plus two years post secondary education

Experience:

- Two years related experience in a commercial kitchen
- Food safe certificate
- Experience working with street involved Youth
- Class five drivers license, clean drivers abstract

Knowledge:

- Knowledge of kitchen management, nutrition, meal planning, cooking
- Foodsafe
- Knowledge of youth empowerment
- About Directions Youth Services Centre, its philosophy, mission and vision

Skills:

- Good diplomacy skills
- Ability to work both independently and as part of a team
- Creative and flexible
- Good public relations skills
- Excellent organizational skills

Other:

- Be available for day and evening work
- Be open-minded, non-judgmental and flexible
- As job is physically demanding, ability to lift is important
- Multi-tasking is essential
- Must be two years not street-involved and two years off of any drugs/alcohol for which you have had an addiction problem
- Class 5 drivers license with a clean driver's abstract

RESUMES TO: Steven Smith, Program Coordinator
Dusk to Dawn Street Youth Resource Centre
Fax: (604) 633-1473 E-mail: ssmith@fsgv.ca

PAY GRADE: 5 Step 1(\$2,100.80/mth.)

START DATE: ASAP **CLOSING DATE:** March 15, 2010

There is currently an incumbent working this position.

**Only those candidates who are short listed for interviews will be contacted.
Thank you.**