JOB DESCRIPTION

Position Title: The Mac Farmstand Volunteer & Community Relations Coordinator

Term of Office: May 1 to October 30

Supervisor: Farmstand Director

Remuneration: Volunteer

Hours of Work: 8 hours per week (minimum)

General Scope of Duties
The Farmstand Volunteer & Community Relations Coordinator will be responsible for communication between all parties involved with the Farmstand and ensuring that they are well represented during Farmstand events. In addition, the Farmstand Volunteer & Community Relations Coordinator will be responsible for the coordinating and training of volunteers for the everyday duties at the stand and for any Farmstand events.

Major Duties and Responsibilities

<table>
<thead>
<tr>
<th>Category</th>
<th>Percent</th>
<th>Specifics</th>
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</thead>
<tbody>
<tr>
<td>Administrative Function</td>
<td>%</td>
<td>✪ Aid the Director and Operations Coordinator in the organization of volunteers and CSRs</td>
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<td>✪ Aid in the training of all Farmstand staff</td>
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<td>✪ Assist with the organization of all volunteer recognition</td>
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<td>✪ Assist the Director with the recruitment of Farmstand volunteers</td>
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<td>✪ Organize and lead regularly scheduled volunteer recruitments and meetings</td>
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<td>✪ Aid in training of volunteers</td>
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<td>✪ Contribute to the organization of the local food festival</td>
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<tr>
<td>Financial &amp; Budgeting Function</td>
<td>5%</td>
<td>✪ Work with the Farmstand Director to ensure that the budget aligns with the service budget</td>
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<td>✪ Retain financial information to receive reimbursement from the Farmstand Director</td>
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<td>✪ Seek external funding as needed</td>
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<tr>
<td>Communication Function</td>
<td>40%</td>
<td>✪ Relay shift schedules to volunteers, CSRs, the executives, and Director</td>
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<td>✪ Work with other campus and MSU partners to promote events and service to the community</td>
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<td>✪ Communicate every day stand operations and event promotional opportunities to the Promotions Coordinator and Director to volunteers and any other parties involved</td>
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</table>
Farmstand Volunteer and Community Relations Coordinator Job Description

Maintain strong communication information to the Farmstand executives, executives and Director to ensure smooth operations.
Network with clubs, services, and community partners to find partners to promote the stand, campaigns and events.

**Supervisory Function**

- Organize and lead regularly scheduled volunteer recruitments and meetings.
- Aid in training of volunteers.
- Contribute to the organization of the local food festival.

**Advertising & Promotions Function**

- Promote volunteering with Farmstand through social media presence.
- Ensure that Farmstand presence and the mission of Farmstand is known throughout the year, even when the market does not run.

**Community Relations Function**

- Contribute to the organization of the local food festival.
- Collaborate with community partners to organize events focused on Farmstand’s guiding principles.

**Other**

- Maintain strong communication with the Farmstand fellow executives.
- Be an active member of the Farmstand Community.
- Attend executive meetings as scheduled.
- Support and attend Farmstand events.
- Provide regular updates to the Farmstand Director.
- Provide transition for the incoming Volunteer and Community Relations Coordinator.
- Other duties as assigned by the Farmstand Director.

**Knowledge, Skills and Abilities**

- Strong time management and organizational skills.
- Ability to manage others and lead a team.
- Strong knowledge of or interest in sustainable eating and local foods is an asset.
- Strong written, interpersonal and oral communication skills.
- Excellent team work abilities are an asset.

**Effort & Responsibility**

- Judgment required to make good human resourcing calls.
- Responsible for the supervision of volunteer staff members.
- Effort to liaise with on- and off-campus resources involved with Farmstand.
- Responsible for maintain an appropriate and positive image of the MSU.

*Comment [jb1]*: This isn’t really a supervisory position.

*Comment [jb2]*: We have ad & promo in here twice, so we’ll consolidate the sections.

*Comment [jb3]*: No idea what else to add in here, but it needs to be beefed up to reflect the expectations of the role.

*Comment [jb4]*: Covered in communication.
Working Conditions

- Time demands may exceed stated hours of work
- This position involves working closely with the rest of the executive team in a positive, supportive, and productive environment
- Work is performed in a shared office space

Training and Experience

- Participation in the annual MSU Management Trainings is mandatory (provided).
- Previous experience in and/or a passion for sustainable eating is an asset.
- Previous experience with planning events is an asset.
- Previous experience facilitating training sessions is an asset.
- Necessary training will be provided.
- Completion of the Hamilton Food Handling Safety Course (provided).

Equipment

- Computer in shared office