



North Park Neighbourhood Association
PO Box 661
#185-911 Yates Street
Victoria, BC, Canada V8V 4Y9

Grocery Hamper Program Coordinator

Last updated: January 2022

Description of role:

The Grocery Hamper Program Coordinator is a honorarium supported volunteer position. This person oversees the North Park Neighbourhood Association's weekly grocery hamper program which delivers a free, weekly grocery hamper to 80 households in and around North Park each week. This role includes scheduling, ordering, record management, reporting, volunteer coordination, and facilitation. As the Grocery Hamper Program Coordinator, you would work independently, taking over all aspects of this project, reporting to the executive director.

Key Responsibilities:

1. Weekly ordering of groceries
2. Working towards achieving grant deliverables
3. Volunteer recruitment and coordination
4. Sending weekly volunteer email
5. Monitoring an NPNA email address
6. Enrolling new hamper recipients
7. Updating grocery hamper master list
8. Facilitating day-of operations
9. Reporting any issues
10. Reporting on finances, and impact statements

Your Strengths:

- You are a community minded individual who wants to support local food security initiatives
- You are a problem solver, comfortable with making decisions and addressing issues as they arise.
- Once trained, you are comfortable working on a project with little oversight
- But - you know when to ask for help!
- You are a good communicator in writing and in person
- You are organized, follow procedures, keep great records and have good attention to detail
- You like working with volunteers from all walks of life, and seek opportunities to find ways to accommodate volunteers with all abilities

Sample Timeline and Schedule:

Monday - Tuesday	Order Groceries <ul style="list-style-type: none">● Complete "Give Food, Get Food" order (Mustard Seed)
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	<ul style="list-style-type: none"> ● Complete Wholesale Club, staying within the allocated weekly budget ● Create a sorting plan for the week (so that the hampers are slightly varied each week) <p>Grant Requirements</p> <ul style="list-style-type: none"> ● Work towards achieving grant deliverables <ul style="list-style-type: none"> ○ Include recipes with each week's hamper <p>Send Volunteer Email</p> <ul style="list-style-type: none"> ● Update Grocery Hamper master list with volunteer schedule and sorting plan ● Send volunteer email with volunteer schedule, sorting plan, and any additional relevant information
<p>Thursday</p>	<p>9:00am-10:00am</p> <ul style="list-style-type: none"> ● Complete any pick ups that we do not have volunteers for (Wholesale/Mustard Seed) <p>10:00am</p> <ul style="list-style-type: none"> ● Arrive at First Met Church ● Help set up tables, unload vehicles, get bags + boxes set up, sort hampers <p>11:15am-12:15pm</p> <ul style="list-style-type: none"> ● Assist with preparing the hampers for delivery drivers ● Ensure delivery drivers have the right hampers ● Troubleshooting: make a plan to deliver any remaining hampers that don't have drivers, contact no-show recipients for the pick up hampers, assist with putting the room back together ● Sign up new participants on site if they come to the church <p>12:15-1:00pm</p> <ul style="list-style-type: none"> ● Close the church (tables + supplies away, lights off, doors securely closed) ● Deliver any hampers that we do not have drivers for
<p>Throughout Week</p>	<ul style="list-style-type: none"> ● Enroll new recipients <ul style="list-style-type: none"> ○ Receive new recipients - mostly by email ○ Gather necessary information from recipients, add recipient to master list, assign to a delivery driver (if applicable)



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	<ul style="list-style-type: none"> ○ Ensure master list is up to date and accurate ● Volunteer management <ul style="list-style-type: none"> ○ Adapt volunteer schedule based on availability of volunteers, respond to changes in schedule as they arise ○ Seek new volunteers (ongoing) ○ Train and orient new volunteers ahead of time and in person ● Update Grocery Hamper Master List <ul style="list-style-type: none"> ○ Update master list with new recipients, remove recipients who leave the program, update addresses when notified. ○ Notify Deirdre about any changes/additions ● Liaise with First Met Church, Cobs Bread, Mustard Seed regarding any scheduling issues or church closures
<p>Record Keeping (approx. 1 hour/week)</p>	<ul style="list-style-type: none"> ● Photograph and email Wholesale Club receipt to Sarah ● Report issues, concerns, ask questions ● Record impact statements ● Assist with grant reports ● Record hours weekly ● Submit invoice for hours worked monthly

Requirements & Qualifications:

- VicPD Criminal Record Check <https://mycrc.ca/vicpd/> (If we request that you complete a police check, the NPNA will provide reimbursement)
- Drivers license and access to a vehicle on Thursdays between 9am-1pm
- Access to a cell phone, computer, and internet
- References for 2 previous employment or volunteer positions
- One month trial period

Compensation:

This is a volunteer position from January 10 - June 30, 2022. You will receive an honorarium of \$210/week based on 10 hours/week at \$21/hour. You will receive \$50/month for gas, and a one-time honorarium of \$250 towards your phone and internet. You will be required to track your hours and submit a monthly invoice.

To apply:

Send your resume and cover letter to Sarah Murray at executivedirector@npna.ca