JOB DESCRIPTION

| **Title** | HARVEST SHARE COORDINATOR | | |
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| **Reports To** | [INSERT TITLE] | | |

**Job Purpose**

The Harvest Share Coordinator (the Coordinator) is responsible for securing harvest sites from farmers and/or gardeners. This role includes harvesting and delivering produce as well as documenting any necessary information. The Coordinator will recruit and organize volunteers, contact volunteers for pick dates and locations, and notify volunteers of any safety protocols and procedures as they relate to the harvest. The Coordinator is expected to evaluate and adjust volunteer processes as required and create any necessary arrangements for picks.  
  
The Harvest Share Program presents an opportunity for individuals to build relationships with local farmers/gardeners, volunteers, and with the local community.

**Duties and Responsibilities**

* Work cooperatively with [Organization Name] staff and farmers/gardeners.
* Recruit and coordinate volunteers.
* Arrange pick dates and locations and make adjustments as necessary.
* Secure harvest sites from gardeners and farmers.
* Create comprehensive documentation of harvest, picks, and produce deliveries.
* Build and nurture relationships with local farmers, gardeners, and communities.
* Manage and schedule volunteers for the harvest and/or picks.
* Ensure harvest/produce quality meets [Organization Name] standards.
* Provide recommendations for process improvements.
* Harvest produce in compliance with [Organization Name] procedures and health and safety guidelines.
* Deliver produce in a timely and efficient manner.
* Understand and follow WorkSafe[INSERT PROVINCE], COVID-19 Safety Protocols, and all [Organization Name] health and safety processes.
* Attend all scheduled inservices, training, and staff meetings.
* Create and submit data reports.
* Adhere to all crop and harvest timelines.
* Additional duties as assigned.

**Core Competencies**

* Strong communication skills, both verbally and in writing.
* Possesses good time management and organizational skills.
* Relates to individuals in a professional, supportive, respectful, and compassionate manner.
* Demonstrates initiative and makes appropriate decisions, as necessary.
* Passion for social equity and food justice.
* Demonstrates dedication and commitment to [Organization Name] values and goals.

**Qualifications**

* Previous experience in planning and coordinating volunteer activities, preferably in the fields of food security, food justice, urban farming, or community-based nonprofits.
* Knowledge of timelines and procedures as they relate to crops and harvests.
* Completion of a high school diploma or GED program.
* Possesses efficient computer skills, including proficiency in XX programs.
* Valid driver's licence required.
* Valid Criminal Record Check required.

**Working Conditions**

* The standard workweek for this position is approximately XX hours/week for XX weeks. Totaling in approximately XXX hours.
* Hours worked outside of the standard work schedule or volunteer hours may be required.
* Extensive periods of time standing may be required.
* Interaction with produce, crops and harvested products.
* Some lifting/bending may be required.
* Work begins on {Insert date here} and ends on {Insert date here}.