



Malvern Family Resource Centre
90 Littles Road, Scarborough, ON M1B 5E2
☎(416) 284-4184 ★ Fax 416-293-1997
Website: www.mfrc.org ★ Email: mail@mfrc.org

COMMUNITY FARM & GARDEN ASSISTANT
JOB POSTING

Summary:

To strengthen food security programs and initiatives in the Malvern community and engage residents in these initiatives.

Responsibilities:

- Maintain effective documentation and timely reporting as directed.
- Follow direction of Supervisor to complete projects as assigned.
- Assist in creating a team atmosphere with co-workers, placement students, volunteers, advisory committee members, and clients
- Work in co-operation with the Program Coordinator to develop and implement food and environment related programming (i.e. community garden volunteer activities, urban farm programming, community marketplace, food gleaning initiatives, etc.)
- Garden and farm related activities required (planting, maintenance, harvesting) including working outdoors for extended periods of time
- Support engagement and outreach activities with residents to increase participation in community gardens, urban farm, environmental education activities and other initiatives
- Attend community meetings related to food security, food & environment-related programming
- Organize, minute, facilitate, and conduct follow-up from meetings as required
- Facilitate connections between volunteers and stakeholders
- Assist with the preparation, setup and clean up before and after programs, events and activities
- Support registration and documentation for program (including attendance and statistics)
- Ensure agency and standard health and safety protocols are followed
- Additional duties as required

Necessary Skills/Qualifications:

- Completion of OSSD and some post-secondary experience in a related field (food security, food policy, agricultural studies, volunteer/project administration, community development, environmental studies) or equivalent combination of education and experience
- Ability to work outdoors for extended periods in seasonal weather conditions
- Skills and experience working with diverse volunteers and communities
- Excellent interpersonal skills and conflict resolution skills
- Multi-tasking abilities, good organizational skills.
- Commitment to anti-racism and non-discrimination practices
- Flexible schedule with ability to work some evenings and weekends
- Willingness and ability to work outdoors for extended periods of time performing duties such as gardening, lifting equipment, harvesting, etc.
- Ability to comply with polices regarding confidentiality, privacy and record keeping
- Ability to work independently and as part of a team
- Police reference check is required

Hours & Rate of Pay:

This full-time position (35 hours per week) is 8 weeks beginning on July 2nd -August 23rd 2019 at minimum wage. Candidates for this position must be between the ages of 15-30 at the start of their employment. Candidates must also be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred and must be legally entitled to work in Canada in accordance with provincial regulations. Candidates must also be able to commit to full contract duration.

Accountability:

Position will report to the Our Strong Neighbourhoods Coordinator (formerly ANC- Action for Neighbourhood Change)

Closing Date: Friday June 14th 2019, please send your resume to kthornhill@mfrc.org

Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job opportunity and need accommodation through the hiring process, please contact us at aoda@mfrc.org (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)



Satellite Site: 1321 Neilson Road, Scarborough, ON, M1B 3C2

☎416-281-1376

FAX 416-281-8898

"Strengthening Families is Our Business"