

Volunteer: Community Kitchen Coordinator

The major program goals of the Community Kitchen are to strengthen community capacities and to improve the nutritional well-being of the participants.

OVERVIEW OF POSITION

The Community Kitchen Facilitator is responsible for the coordination and facilitation of a weekly community kitchen with residents of housing programs. Program duration: 8 weeks (repeated annually). The role of coordinator may be shared among more than one leader.

The program schedule is determined by input by all participants.

KEY AREAS OF RESPONSIBILITY

- Group facilitation by providing a friendly, safe and non-judgmental environment for the group to develop in ways that address their nutritional interests and needs; by promoting inclusion, collaboration and problem-solving and encouraging pride and cross-cultural sharing.
- Provide leadership to participants by facilitating and supporting them in determining guidelines for the group; roles and responsibilities of members: menu selection; shopping procedures; and cooking and clean-up procedures.
- Ensure food safe practices are followed.
- Ensure that all supplies are ready for each cooking session.
- Encourage participants to assist in purchasing and preparing for the sessions. Be prepared to fill in gaps, as needed.
- Provide resource to participants, including demonstrations of cooking techniques, information on nutrition, food safety, recipes and money saving shopping tips.
- Access and utilize relevant community resources. Liaise with other organizations that are offering community kitchens.
- Maintain accurate records of finances and program activity, including a final report, working with staff to do so.

QUALIFICATIONS

SKILLS

- Excellent interpersonal and group facilitation skills
- Menu-planning and cooking experience in it group or community kitchen setting
- Refined problem-solving skills

TRAINING

- Food Safe Certificate
- Valid First Aid and CPR certification
- Experience in budget management

ABILITIES

- Knowledge of shopping, cooking, nutrition and household budgeting; and the ability to share this knowledge in ways that accommodate people with varying learning styles
- Ability to work with diverse group of people in community development
- Ability to work independently and as part of a team
- Ability to recognize and promote strengths and accomplishment of others

This is an eight-week volunteer position, beginning in early May, with the possibility of another Community Kitchen being offered in Autumn and twice a year.

Qualified applicants can mail or fax resume with cover letter to:

Karen Young

kareny@lookoutsociety.ca

Candidates must consent to a criminal record check.