



JOB POSTING



Position: Volunteer and Food Services Coordinator
Location: Highlands East (Wilberforce)
Contract: June 1, 2026 to May 31, 2027, with potential for extension
Hours: 35 hrs per week
Wage: \$26 per hour

About Central Food Network

Central Food Network is a multi-service charity working to eliminate food, heat & hydro insecurity in the Highlands. Our programs share food and warmth, assist our community and create opportunities for people impacted by poverty. We envision a Haliburton County where everyone has enough to eat and sufficient home energy to live comfortably.

Position Role

The Volunteer & Food Services Coordinator will oversee the agency's volunteer program as well as provide day-to-day coordination and oversight of food programs. This role supports and guides volunteers to ensure safe, organized and effective program delivery, while maintaining compliance with health & safety and Food Banks Canada Standards. Balancing operational oversight with relationship-building, the Coordinator fosters a positive, respectful environment and strengthens systems to deliver high-quality services to the community.

Key Responsibilities (condensed)

- Act as first point-of-contact for new volunteers for the agency (recruit, screen & initial orientation)
- Schedule and coordinate volunteers for events & fundraising activities
- Organize and lead organizational volunteer training and refresher training
- Support organizational volunteer recognition and retention initiatives
- Oversee the delivery of food services, including food bank, hamper delivery, surplus food distribution, cooking and repackaging as well as seasonal programming
- Ensure compliance with Standards, WHMIS and health & safety practices
- Maintain accurate volunteer and program records and assist with reporting and administrative tasks
- Foster a welcoming & respectful environment for volunteers, staff, supporters and clients

Qualifications

- Diploma or Degree in Community Development, Food Services, Nonprofit Management or a related field
- 2 years or more experience in supervisory or volunteer coordination role
- Experience with volunteer coordination and/or community programming
- Ability to guide and support diverse volunteers respectfully
- Comfortable working in both administration and hands-on environments
- Ability to provide a satisfactory Vulnerable Sector Check
- Valid Class G driver's license or access to independent transportation is required

Equal Opportunity & Accommodation

Central Food Network is proud to be an equal opportunity employer and we are committed to providing an inclusive work environment that respects and celebrates diversity. We welcome applications from people of all backgrounds, including those with lived experience of poverty, food-insecurity and/or energy-insecurity.

We do not discriminate based on race, ancestry, ethnic origin, citizenship, creed, religion, sex, sexual orientation, gender identity or expression, age, marital or family status, disability or any other characteristic protected by law in Ontario.

We are committed to providing accommodations for people with disabilities. If you require any accommodations during the application or interview process, please call 705-306-0565 or email: info@centralfoodnetwork.org

Application Process

Applications are being accepted until **12:00 noon on Tuesday, May 12, 2026**. Full job description is available at: <https://www.centralfoodnetwork.org/joinus>

Please email your **cover letter and resume** to info@centralfoodnetwork.org.

We thank all applicants; only those selected for an interview will be contacted.