



Chilliwack Bowls of Hope Society

Chilliwack Bowls of Hope is a non-profit organization who through the generosity of volunteer's donors and community partners provides over 650 meals daily to children in 19 schools within the Chilliwack School district.

Position: Program coordinator/ Admin assistant

Reporting to: CBOH Managing Director

Duties / Responsibilities:

- Coordinating CBOH Feed the children program and volunteers, including:
 - o Being responsible for overseeing receipt and processing of donated food items.
 - o Arranging volunteers when necessary for multiple tasks and events.
 - o Assisting recruitment of volunteers and ongoing training and mentoring.
 - o Liaising with CBOH chef in all aspects of food, storage, delivery and other program needs.
 - o Coordinating deliveries of daily soup to schools utilizing bank of volunteers.
 - o Relief driving whenever necessary.
- Using effective communication, including:
 - o Liaising with school contacts, volunteers and local community partners to ensure consistent and efficient deliveries of daily soup, fruit and milk.
- Assist CBOH Managing Director, including:
 - o Producing quarterly newsletters in a timely manner.
 - o Updating website and social media when necessary.
 - o Assisting in any other administrative requirements as requested by Managing Director.

Qualifications, skills and experience:

- Grade 12 graduation diploma
- Diploma in Business Administration **or** equivalent combination of education, training and experience.
- Experience and reasonably proficient with Microsoft office and Excel spreadsheet basics.
- Good knowledge of Chilliwack and locations of schools.
- Excellent time management, organizational and prioritizing skills.
- Possess qualities of an effective team player.
- Ability to use initiative, creativity and problem solving skills.
- Professional, respectful interpersonal and communication skills.
- Ability to use initiative and think 'outside of the box'.
- Ability to motivate and lead volunteers.
- Must be compassionate, non-judgemental and open minded.



Position requirements:

- Core hours (20 per week) are 8.30-12.30 Monday – Friday, however hours are flexible to meet the needs of the program.
- Ability and willingness to work from home using the CBOH computer and making telephone calls.
- Expectation to visit the Centre regularly to ensure program deliverables are met and to liaise with kitchen staff and volunteers.
- Available on request of the Managing Director to attend meetings, events and other necessary occasions. (some evening and weekend work may be required).
- Must be able to provide a clean criminal record check.
- The coordinator should be in good health with the ability to lift 20lb containers.

Salary: \$15-17 per hour

Vacation: Two weeks per year.

To apply for this position please email your current resume along with a cover letter to:

admin@chilliwackbowlsofhope.ca