

Neighbourhood Food Programs Coordinator

with the Parkwood Gardens Neighbourhood Group

Term: Short-term Contract Covering a Leave of Absence

Start Date: October/November 2025

Hours: up to 10-12 hours/week

Wage: Living Wage @\$21.30/hr

Worksite: Primarily at the West End Community Center

Applications will be accepted on a rolling basis until the position is filled.

About the GNSC:

The Guelph Neighbourhood Support Coalition is a network of neighbourhood groups, sponsoring agencies, and program partners. These three groups work together to share resources, ideas, and community solutions, as well as support safe, healthy neighbourhoods where everyone feels at home in Guelph.

Summary of the Position:

Parkwood Gardens Neighbourhood Group (PGNG) is an organization of community members committed to building and sustaining the neighbourhood group, strengthening individuals and families, and ensuring healthy growth and development for every child.

We are looking for a dynamic, creative individual whose primary work will be the coordination of the Guelph Food Bank satellite location within the neighbourhood. This short term contract position is for up to 12 hours weekly on Mondays, Tuesdays, alternating Wednesdays, and Fridays a month. Tasks include working directly with food pantry members and leading a volunteer team to run a community emergency food cupboard.

Working Environment:

This position animates and supports spaces and relationships in the Parkwood Gardens neighbourhood. The main site is at West End Community Center, in the Hastings Room, where the Neighbourhood Group runs a Guelph Food Bank satellite food pantry, and a second food bank location in a housing complex.

Duties and Key Responsibilities:

- Receive Food Orders and supplies to the Neighbourhood Group, sometimes in boxes of 30-40 lbs
- Welcome, accommodate, and encourage community members' participation in community food security programs
- Track community access to programs as necessary, as well as weekly inventories of stock and materials
- Manage the distribution of food to shoppers on a weekly basis
- Recruit, manage, and support volunteers who assist with this program
- Follow guidelines and best practices set up by Public Health, the Ministry, and Food and Friends (training will be provided)
- Ensure the inclusion of all participants in accordance with the Guelph Neighbourhood Support Coalition's mission, values, policies, and procedures
- Collaborate with all other members of the Parkwood Gardens Neighbourhood Group and the Guelph Neighbourhood Support Coalition
- Support the Neighbourhood Support Worker at a second location twice a month
- Maintaining the cleanliness of the food bank space
- Donation p/u's
- Tracking administrative details and handling confidential information
- Other tasks as assigned by Neighbourhood Support Worker

Qualifications:

The qualified applicant will be a compassionate and caring individual who is passionate about working to improve the overall well-being of community members. They will have the following skills and experience:

- Experience working/volunteering in a community program setting
- Experience working/volunteering as part of a team
- Strong organization and time management skills
- Effective oral/written communication and social networking skills
- Initiative, and the ability to make decisions and work independently
- First Aid and CPR certification, or willingness to get them

- Knowledge of the Guelph Neighbourhood Support Coalition and Neighbourhood Groups
- Basic computer skills, including data management
- Safe Food Handling Certificate or willingness to obtain it
- The ability to deal compassionately and resourcefully with people who use our services
- A driver's license and access to a vehicle are assets

Prioritization:

This position is open to all qualified candidates. Our goal is to attract, develop, and retain talented staff from diverse backgrounds, allowing the community to benefit from and celebrate a wide variety of experiences and perspectives. People from diverse, traditionally underrepresented, and marginalized communities are encouraged to apply.

The GNSC is an employer that values diversity in the workplace. We will accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation to participate in the hiring process, please contact us to make your needs known in advance.

How to apply:

Please submit a cover letter & resume over email, or in person
c/o: Parkwood Gardens Neighbourhood Group
gnsjobs@guelphneighbourhoods.org
42 Carden Street, Guelph, Ontario, N1H 3A2

We thank all candidates in advance for your interest in this work. Only those being considered for an interview will be contacted. Personal information collected through the recruitment process will be used solely to determine employment eligibility.