



POSITION DESCRIPTION

POSITION TITLE: Community Development Support – Food Security

RESPONSIBLE TO: Chief Operating Officer

GENERAL ACCOUNTABILITIES:

The Community Development Support – Food Security serves as a champion of Compass Community Health's Vision and Mission and promotes an environment that is consistent with the Health Centre's Statement of Values and Principles. The Community Development Support – Food Security is an essential member of the client-centered professional team and will provide ongoing support and assistance to the Health Promotion Team in development, planning, implementing and evaluating the effectiveness of a variety of Food Security and Senior's programming, including programs related to the children's garden, greenhouse and community gardens to support program participants toward a life of optimal health and prosperity.

SUMMARY OF FUNCTIONS:

The Community Development Support – Food Security facilitates programs for children and older adults, and provides assistance and support to individuals and their families in a determinants of health philosophy. Specifically, the Community Development Support works in collaboration with local schools and community partners to facilitate children's organic gardening and cooking programs and facilitates initiatives to address issues of food insecurity for senior clients. The Community Development Support ensures the gardens and greenhouse are maintained to provide a safe and suitable growing environment for the community.

SPECIFIC ACCOUNTABILITIES:

1. Support the development and implementation of a cooking and gardening program (Cooking with Compass) in collaboration with community partners, including schools;
2. Assist in program planning and organization, including development of curriculum, workshops and preparation of program activities;
3. Support the coordination and implementation of Community Gardens, Children's Grub Club and Greenhouse programs, along with other community-focused programming;
4. Work collaboratively to ensure on-site gardens and greenhouse are properly maintained, equipped and productive;
5. Ensure all recruitment, program promotion and evaluation is carried out effectively;
6. Secure resources for programs, including generating quotes, sourcing funding opportunities and developing or strengthening partnerships for program delivery;
7. Data entry of program attendance and accurate, confidential recording of program data;
8. Establish and maintain positive and supportive relationships with adult volunteers, program participants, and with Health Centre staff in a team environment;
9. Communicating with program staff about any issues that arise;
10. Ensuring alignment with Health Centre's Policies regarding Occupational Health and Safety, Privacy and Confidentiality and duty to report;
11. Act as an ambassador for the Health Centre, discussing programs and services and promoting healthy lifestyles;
12. Other duties as may be assigned.

QUALIFICATIONS:

1. Knowledge of, and proficiency in, community development activities, organization and outreach programming, particularly related to food security and sustainable, organic horticultural activities;
2. Knowledge of, experience in and commitment to eliminating the barriers experienced by disadvantaged children, youth, and families at risk;
3. Good communication and interpersonal skills, with demonstrated ability to work with colleagues, clients and community partners to ensure an effective and efficient working environment;
4. Experience in cooking in a community setting a strong asset;
5. Ability to perform moderate physical labour;
6. Computer literacy, combined with strong administrative and data entry skills;
7. Demonstrated ability to work independently, to be flexible and possesses excellent organizational and problem-solving skills;
8. Ability to work flexible hours in order to meet the needs of the community, including early mornings, evenings, and weekends;
9. Valid Driver's License and access to a reliable vehicle.

I understand the requirements, essential functions and duties of the position.

Date

Ratified: April 2021