



## **KASSI Volunteer Coordinator**

Looking for: Volunteer position (part-time)

Hours: 2-4 Hours/ Week, plus occasional volunteer events (such as the Kingston Fall Fair)

### **Background**

Kingston and Area Seed System (KASSI) is a not-for-profit organization dedicated to facilitating the development of a regional agricultural seed system. As a community-focused not-for-profit, our activities are driven by a team of hardworking volunteers that are passionate about gardening, seed saving and regional food security. Part of its mandate is to develop a formal volunteering resource structure aimed at increasing the number of trained volunteers to assist in program delivery. The position of Volunteer Coordinator is incredible integral to the functioning of our day-to-day operations. This position would connect volunteers with KASSI events, work bees, and other Kingston and Area gardening opportunities.

### **Expectations**

- To be organized, to communicate effectively and to promote KASSI events
- To have some experience with Microsoft Excel, Word, and Google Drive apps
- To have some prior knowledge of heirloom seed saving, and be enthusiastic about developing a regionally adapted seed system

### **Duties**

- Organize and update the volunteer database
- Abide by KASSI's Volunteer Protocol
- Share volunteer success stories through social media
- Recruit and manage training for new volunteers
- Send out volunteer requests for KASSI events and manage responses
- Help coordinate events with KASSI Board members

If you have any questions or are interesting in this position please contact: [kassinitiative@gmail.com](mailto:kassinitiative@gmail.com) with the subject line: Volunteer Coordinator.