



Volunteer Job Description - Firehouse Kitchen Coordinator

Summary of Position: Oversee the operations of the Firehouse Kitchen as part of the Kelowna Fire Museum and Education Centre's efforts to become self-sustaining.

Qualifications:

- Willing to gain an understanding of The Kelowna Fire Museum and Education Centre's vision and programs
- Management skills, including the ability and desire to manage a diverse team of members of varying age and backgrounds
- Ability to work with other volunteers
- Strong communication skills and friendly demeanor
- Excellent administrative skills
- Strong numeracy and computer skills (Word and Excel)
- Health and Safety awareness / training, and available to do ongoing training

Responsible To: Director of Volunteers and Donor Relations

Primary Responsibilities:

1. Preparing a monthly roster for the volunteers
2. Ensuring the advertising of the Firehouse Kitchen is continual and effective
3. Following the petty cash format and compiling a monthly finance report
4. Ensuring health and safety procedures are being followed
5. Holding monthly Firehouse Kitchen meetings.
6. Additionally, the Coordinator will be expected to work in the Firehouse Kitchen at least twice a month, involving serving customers, preparing hot drinks / sandwiches, washing and clearing up.

Training Provided:

Orientation to the facility and regular meetings with the Director of Volunteers & Donor Relations to plan activities, monitor progress and provide data, background information and problem-solving support.

Benefits of Volunteering:

- Make new community contacts.
- Gain community recognition for professional pro bono work.
- Recognition and appreciation according to the Kelowna Fire Museum and Education Centre's Volunteer program.

Time Commitment (per month):

- Two shifts in the Coffee Shop (6 hours)
- Preparing and holding Coffee Shop meetings, and typing up minutes (3 hours)
- Co-ordination meeting (2 hours)
- Administrative work (4 hours)

Length of Commitment: minimum 1 year

Grounds for Termination:

- Failure to carry out assigned responsibilities
- Misrepresenting the Society or its policies
- Breach of confidentiality

Contact Person: Director of Volunteers & Donor Relations

Date Revised: June 2009