



Job Title: Seniors Program Facilitator

Reports to: Programs Manager

Location(s) of Position: Black Creek Community Farm, 4929 Jane Street

Salary: \$43,056 Annually + Class B Health Benefits

Hours of work: 37.5 hours per week

Contract term: Indefinite, contingent on funding availability (January 2022 to December 2025)

Main Tasks:

The Seniors Program Facilitator will lead the planning and implementation of gardening and food skills programming for seniors at Black Creek Community Farm and sites in the Black Creek neighbourhood. The Seniors Program Facilitator will also support the implementation of the Urban Harvest Toronto Program at Black Creek Community Farm (BCCF). The main tasks include facilitating cooking and gardening workshops, conducting garden site assessments, supporting the development and maintenance of communal vegetable gardens for seniors both on-site and in the community, providing opportunities for seniors to actively take part in gardening activities as well as supporting the collection of surplus fruits and vegetables and redistribution of surplus produce to local food banks. **All duties will follow COVID-19 safety protocols.**

Duties and Responsibilities:

- Design, plan and deliver virtual and/or in-person food preservation, vegetable gardening, and cooking workshops for seniors
- Perform site assessments at community garden sites and provide mentorship on weed and pest management, fertility management for seniors gardening sites
- Purchase gardening and cooking supplies including, soil, seeds, tools and canning equipment
- Outreach, participant registration, record keeping, and program evaluation (making calls to program participants, tracking and reporting on program metrics, assisting participants with properly completing any surveys, forms, or questionnaires)
- Lead survey dissemination, data collection and program reporting in compliance with funder requirements
- Responsible for maintaining budget tracking tools and supporting the preparation of progress reports
- Support BCCF's Urban Harvest program, as needed. Including outreach, collecting surplus fruits and vegetables grown in the community, and redistributing that produce to local food banks
- Recruit and supervise program volunteers
- Promote programs through tabling and community events, and the creation of promotional materials for social media, flyering, website, etc.
- Create and maintain an inclusive, welcoming, and supportive environment during all program sessions



- Implement and maintain health and safety standards, and safe working protocols in the kitchen and garden sites; set up safe work stations for workshop participants
- Responsible for tracking expenses and receipts, and supporting project bookkeeping
- Train and supervise volunteers and interns as needed
- Attend BCCF staff meetings, team meetings, staff trainings
- Assist with BCCF events and activities such as the Farm Festival, as needed
- Follow all organizational and health and safety procedures
- Other duties as assigned

Qualifications:

- At least one year of vegetable gardening experience with knowledge of organic growing practices (pest, fertility and weeding management and seed starting)
- At least one year of experience developing and adapting workshop content (workshop outlines, food recipes etc) that are culturally relevant
- Canning and food preservation experience preferred
- Demonstrated commitment to principles of food justice
- Experience working in racialized communities
- Knowledge of, and experience working with, people of Toronto's diverse communities
- An understanding of issues affecting the diverse populations of Jane-Finch area including general issues affecting low-income communities
- Proficiency in basic online communication tools (emails, social media, Google Suite)

Job Requirements:

The position requires:

- Working outdoors in all kinds of weather (heat, sun, rain, cold)
- Repetitive tasks such as bending, crouching, and reaching
- Walking, standing and working on your feet
- Use of cargo bicycles to transport supplies and produce within 3-4 kilometer radius from Black Creek Community Farm
- Weighing, sorting, packing and storing produce in cooler for redistribution
- Lifting up to 50lbs

TO APPLY: Please submit your cover letter and resume to hire@blackcreekfarm.ca by November 24 at 5pm. Include Seniors Program Facilitator in the subject line.



Please note:

BCCF is a member of FoodShare Toronto's Supportive Partnerships Platform – staff hired for this position will be employed by FoodShare Toronto, and their work location will be Black Creek Community Farm.

FoodShare is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender, national origin, age, disability, protected veterans status or any other legally-protected factors.

If you feel you need accommodation because of illness or disability during the application process, please do not hesitate to contact Human Resources at your earliest convenience – hr@foodshare.net. You will also be briefed on FoodShare's policies regarding accommodation and the Accessibility for Ontarians with Disabilities Act.

Please note that only candidates selected to move forward in the hiring process will be contacted.