WHERE COMMUNITY MEETS OPPORTUNITY
WARDEN WOODS
COMMUNITY CENTRE

74 Firvalley Court, Scarborough
Ontario, M1L 1N9
(416) 694 1138
www.wardenwoods.com

Job Description – Volunteer Engagement

Position Title: Volunteer Market Facilitator – Fresh Produce Market
Department: Community Development
Reports To: Community Development Coordinator
Location: Warden Woods Community Centre, 74 Firvalley Court, Scarborough, ON

About Us
Warden Woods Community Centre is a multi-service charity working with and for communities to meet the evolving needs and interests of neighbors in Southwest Scarborough. Founded in 1970, our Programs and Services currently include daycare, early years, child and youth programs, adult and senior programs, drop-ins, and emergency shelter. Our mission is to build caring, compassionate, just and interdependent relationships with and for communities in Southwest Scarborough. Learn more: wardenwoods.com

Position Summary
We are looking for a committed and energetic Volunteer Market Facilitator to help operate our weekly Fresh Produce Market, held every Friday from 9:30 AM to 3:30 PM. The market provides affordable, healthy produce to our community. In this role, the volunteer will support market setup, engage with customers, and help ensure a smooth and welcoming experience for all attendees.

Please note: This is a volunteer (unpaid) position.

This is a great opportunity for someone passionate about food access, community service, and working in a dynamic, people-focused environment.

Key Responsibilities

- Assist with market setup and takedown, including arranging produce displays.
- Greet and engage with community members attending the market.
- Answer questions about produce availability and pricing.
- Help manage lineups, crowd flow, and accessibility needs.
- Monitor stock and notify staff when items are running low.
- Maintain cleanliness and safety throughout the market.
- Collect feedback from attendees to improve the market experience.
- Collaborate with staff and volunteers to support market operations and uphold Warden Woods' community values.

Qualifications

- Friendly, welcoming attitude and strong interpersonal skills.
- Reliable and punctual, with the ability to commit to regular Friday shifts.
- Comfortable lifting light boxes and assisting with market setup and takedown.
- Interest in food security, healthy eating, or community building.
- Ability to work independently and as part of a team.
- Previous customer service or community volunteer experience is an asset.
- Multilingual skills are an asset but are not required.
- Familiarity with the communities and cultures of Warden Woods and Southwest Scarborough is an asset.

Benefits of Volunteering in this Role

- Gain experience engaging with and supporting community members.
- Accumulate volunteer hours and opportunities to obtain professional references.
- Develop communication, teamwork, and customer service skills.
- Gain hands-on experience supporting food access and community well-being.

Work Conditions

- **Time Commitment:** Fridays from 9:30 AM to 3:30 PM (includes setup and takedown).
- **Work Arrangement:** In-person at Warden Woods Community Centre, 74 Firvalley Court, Scarborough, ON.

Application Instructions

WWCC is an equal opportunity employer committed to gender equality and social inclusion. We welcome applications from people of all backgrounds and encourage applications from BIPOC individuals, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups.

Applicants will be considered without discrimination on grounds protected by applicable human rights legislation. Please let us know if you require accommodation at any stage of the recruitment process.

To apply, email your résumé to abdulr@wardenwoods.com with **"Market Facilitator"** in the subject line.