



The Township of Georgian Bay is a growing water-based community in the District of Muskoka along the eastern shore of Georgian Bay. We offer a scenic place to live and work, along with a supportive and fun workplace culture that values staff through celebrations, events, and recognition initiatives. We also support work-life balance through a Flexible Work Policy, including work-from-home and compressed workweek options, where possible.

Home to many inland lakes and the gateway to the world-famous 30,000 Islands and Georgian Bay Islands National Park, the Township is rich in history and natural beauty. With a permanent population of approximately 3,500 and a seasonal population of around 17,500, our municipal office in Port Severn is a short commute from Barrie, Midland, Orillia, Parry Sound, and surrounding communities. Read our [Community Profile](#) to learn more.

Overview: The Township is seeking a part-time Food Bank Coordinator to join our team for approximately 5 to 10 hours per week. This position is responsible for the coordination of day-to-day operations of the Port Severn/Honey Harbour Food Bank. Ensure food resources are rotated, procured, stored, and distributed in a safe, organized, and dignified manner. Support fundraising initiatives and maintain positive relationships with community partners and service users. This position involves working independently and requires strong time management skills.

Duties include but are not limited to:

- Coordinate and oversee daily food bank operations, including food collection, storage, rotation, and distribution.
- Develop and maintain relationships with food donors, community partners, and volunteers to ensure a steady supply of food resources.
- Manage inventory levels and ensure proper storage and handling of perishable and non-perishable food items.
- Assist with fundraising efforts and community outreach initiatives.
- Ensure the food bank space is clean, organized, and compliant with health and safety standards.

Knowledge/experience:

- Post Secondary education in Social Work, Human Services, Community Services, or a related field, or equivalent combination of education and experience.
- Class G Driver's License with the ability to provide a clean drivers abstract.
- Food Handler certification.
- High-level of independence and strong time management skills.
- Training or experience working with at-risk or vulnerable individuals. Ability to provide a clean Criminal Record and Vulnerable Sector Check.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and exercise sound judgement.
- Physically able to perform heavy lifting, standing, and moving items as required.
- Previous experience in food bank operations, inventory management, or community-based programs is an asset.

Wage rate: \$25.88 per hour plus 4% vacation pay. This is a part-time position working approximately 5 to 10 hours per week.

This is a unionized position with OPSEU Local 328.

Interested individuals are asked to forward their resume and cover letter no later than **4:00 p.m. on September 20, 2026**, to the Human Resources Department by **email** jobs@gbtownship.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, personal information collected under the authority of the Municipal Act will only be used for candidate selection.

The Township of Georgian Bay does not use artificial intelligence (AI) to screen, assess, or select applicants.

The Township of Georgian Bay is an equal opportunity employer committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation during the recruitment process, please notify us when contacted for an interview, and we will work with you to meet your needs.