



## Job Posting:

### Volunteer Coordinator (Contractor) Nature Stewardship

***Be an integral part of an organization that helps to protect unique wildlife and ecosystems in a beautiful natural environment – at Minnehada Regional Park!***

As a registered non-profit Society and proud Metro Vancouver Park Partner, the Minnehada Park Association (MPA), is dedicated to preserving and protecting our natural environments through hands-on conservation efforts, community engagement, citizen science and education. We rely on a network of passionate volunteers to help us carry out crucial nature stewardship initiatives, from habitat maintenance, invasive species removal and wildlife monitoring.

**As our volunteer programs grow, we are looking for a dynamic and experienced Volunteer Coordinator, responsible for recruiting, training, and managing volunteers, ensuring they have meaningful opportunities to contribute to our mission.**

The ideal candidate will have excellent communication skills, a passion for nature conservation, and experience working with volunteers in an outdoor context.

The core purpose of this focus is to help our organization build greater capacity, primarily through volunteer development and growth.

<b>Position:</b>	Volunteer Coordinator (Contractor)
<b>Location:</b>	Primarily on-site and your home office
<b>Duration:</b>	1 year contract, with possibility of extension
<b>Hours:</b>	Part time, varies seasonally
<b>Compensation:</b>	\$21-24 hour, based on experience
<b>Start Date:</b>	March 1, 2025
<b>Submission Deadline:</b>	January 31st, 2025
<b>Reports to:</b>	MPA Board of Directors - HR Committee.

#### Summary of Role:

- **Coordinate** schedules and activities of volunteers associated with defined projects and activities, both on site and elsewhere. Ensure volunteers' needs are met.
- **Volunteer Recruitment, Retention and development:**
  - o Develop and implement volunteer recruitment strategies to attract diverse and dedicated volunteers.
  - o Respond to volunteer inquiries in a timely and professional manner.
  - o Actively work towards strengthening and growing our volunteer base by engaging directly with volunteer candidates, matching their skills to available opportunities.

- o Engage with existing volunteers on a regular and consistent basis to ensure their experience is a rewarding one and that any special skills, talents and knowledge is recognized and utilized wherever possible.
  - o Assist with community outreach initiatives, including acting as an enthusiastic representative of the MPA at community events, attending meetings of related organizations or impromptu “pop-up” sessions within the park.
  - o **Safety and training:** Ensure everyone is aware of, and working within, recognized safety standards, including wildlife awareness, equipment handling and emergency plan.
- **Administrative:**
- o Keep track of expenses and document progress against specific projects and events.
  - o Track and upload volunteer activity/participation, stewardship activities and stats.
  - o Create a monthly progress report to distribute in advance of our board meetings.
  - o Assisting with monthly board meetings which may include minute-taking or presenting on upcoming or completed activities.
  - o Work collaboratively with our Communications Coordinator through website content creation, blog writing and social media updates.
  - o Documenting events and activities through photography and/or videography.
  - o Support MPA’s efforts to streamline, centralize its document and media repository.
  - o Some miscellaneous administrative or other duties as needed.

**Must Have:**

- Reliable transport to and from site (NE Coquitlam) and elsewhere.
- Ability to work weekend days.
- Ability to work online from a home-based office including with Google Meet or other teleconference capabilities.
- Eligibility for BC WorkSafe coverage and to work in BC as a contract worker.
- Computer skills; Excel, Word, email, Google Docs, messaging, website updates, social media.
- Comfortable working as part of a team in an outdoor, wilderness environment.
- Willing to submit for criminal record check (required for working with youth).

**Ideal candidate:**

- Passionate about wildlife conservation/ecology/biology
- Experience with co-ordinating, recruiting and retaining volunteers
- Familiarity with WordPress® web content management
- Photography and videography skills
- Valid First Aid certification

Please email your resume to **secretary@minnekhada.ca** along with a cover letter highlighting how you are the ideal candidate for this position.

Any submissions received after the deadline may be kept for future considerations or opportunities. Candidates who previously submitted applications are welcome to re-apply.

*To learn more about the Minnekhada Park Association please visit [www.minnekhada.ca](http://www.minnekhada.ca) or find us on [Facebook](#) and [Instagram](#).*