



Outreach & Volunteer Coordinator Part-Time

Comox Valley
Courtenay

Saturday August 1, 2026

\$21 - \$25/ hour (To a maximum of 450 hours)

Company: Strathcona Wilderness Institute

Website: <https://strathconapark.org/>

Industry: Technology

Remote/Camp Based Job: No

How to apply:

To apply, please send a letter indicating how you meet the requirements for this position, together with a CV or Resume and the names plus contact details for two references, to Judy Norbury, Chair of the Board, Strathcona Wilderness Institute. Email address : strathconawilderness@gmail.com Closing date for applications : once position filled

Attachment: [Outreach & Volunteer Coordinator Posting 2026_1.pdf](#)

Expiry Date:

Saturday, August 15, 2026

Details:

Outreach & Volunteer Coordinator The Directors of Strathcona Wilderness Institute (SWI) invite applications for a paid renewable contract position of Outreach & Volunteer Coordinator to assist the Directors in support of the SWI goal "to inspire awareness, appreciation and stewardship of Strathcona Provincial Park BC through research, education and participation". Principal duties: 1.Promotion of SWI programs & activities throughout the year through various media • Review and maintain website and social media (e.g. Facebook) • Provide timely public information notices through the SWI website & social media, and to local media regarding SWI programmes and articles of interest. • Liaise with local Municipalities, Visitor Information Centres, community broadcasters and similar organizations to promote SWI events. • Develop partnerships with organizations that have similar activities/ goals for joint activities or programmes. 2.Organization of the volunteers & students who staff the Strathcona Park Wilderness Centre at Paradise Meadows and the Buttle Lake Information Hut (both usually open mid-June to Thanksgiving). • Coordinate the daily schedule of volunteers for both visitor

centres • Assist with volunteer orientation • Recruit new volunteers • Assist with orientation and supervision of students hired through the Canada Summer Jobs program. Remuneration : \$ 21 per hour It is anticipated that the Coordinator will work 30 hr per month during our off-season period November to April and 40-45 hr per month during the summer season to a maximum 450 hours. Starting date for position: September 2026

Qualifications & Experience:

Qualifications should include: • A commitment to the protection of Strathcona Provincial Park • A commitment to environmental and conservation values. • Experience with public education in the context of BC Parks • Volunteering experience in a supervisory position • Strong personal communication skills • Proficiency in Website & Facebook/Instagram or other platform management • Good working knowledge of computer software for document, image & data processing, plus slide/video projection. • Retail experience with debit terminals would be an asset
