

## **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 education and participation".

### **Principal duties:**

1. Development and promotion of SWI programs & activities throughout the year through various media
  - Maintain website and social media (e.g. Facebook)
  - Provide timely public information notices through the SWI website & social media regarding SWI nature walks and articles of interest and respond to queries from the public (through electronic media or telephone).
  - Liaise with local Municipalities, Visitor Information Centres, community broadcasters and similar organizations to promote SWI events.
  - Develop an SWI educational program for school or other group visits to the Park.
2. Organization of the volunteers & students who staff the Strathcona Park Wilderness Centre Paradise Meadows (open mid-June to Thanksgiving) and the Buttle Lake Information Hut (open mid-June to mid-September)
  - 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.

### **Qualifications should include:**

- Experience with public education in the context of BC Parks
- Volunteering experience in a supervisory position
- Strong personal communication skills
- Proficiency in Website & Facebook management
- Good working knowledge of computer software for document, image and data processing.
- Retail experience with debit terminals would be an asset

**Remuneration :**

**\$ 25 per hour** for an applicant who has demonstrably meets all qualifications listed above. Otherwise the starting rate will be **\$22.50 per hour**, with the possibility of an increase to **\$25 per hour** upon a satisfactory job review at 3 months.

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**.

**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 the Chair of the Board, Strathcona Wilderness Institute.**

**Email address : strathconawilderness@gmail.com**

**Mailing address : SWI, PO Box 3404, Courtenay, BC, V9N 5N5.**

**Closing date for applications: when filled**

**Starting date for position: November 1<sup>st</sup> depending on successful candidate's availability.**