

Summer Student Job Posting – 2017

Strathcona Park Wilderness Centre – Programme & Volunteer Coordinator

Strathcona Wilderness Institute (SWI) is looking for an enthusiastic and energetic student with an interest in working with the public in a park environment. The student will assist in the organization of SWI's Summer programme of Interpretive Walks, Hikes and Special Events at the Strathcona Park Wilderness Centre at Paradise Meadows in Strathcona Provincial Park, as well as coordinate the volunteer staffers and guides who work at the Centre. The position is expected to work 40 hours per week that will include weekends, for approximately 12 weeks June – August (subject to change). The rate of pay is \$14 per hour.

Qualifications

The ideal candidate will meet the following qualifications:

- Post-secondary level student with completed courses in relevant subjects (e.g. biology, environment, outdoor education, tourism)
- Eligible for the Canada Summer Jobs Programme (be between 15-30 years of age, registered as a full-time student, returning to full-time studies in the fall, and be legally entitled to work in Canada)
- Demonstrate the following characteristics:
 - some knowledge of Strathcona Park and Natural History
 - ability to work independently and as part of a team
 - good communication and organizational skills
 - self motivated and self reliant
 - creative (skills in writing, photography)
 - experience and skills in Website and Social Media communications
- Valid driver's license (the student is expected to arrange their own transportation to the Centre – carpooling may be possible). Some of the work may be done from home.

All qualified students, including students with disabilities, aboriginal students and students from visible minorities are encouraged to apply. It is strongly recommended that applicants learn about the work of SWI through the SWI website: www.strathconapark.org

Tasks and Responsibilities

The primary responsibilities of the Programme & Volunteer Coordinator will be to:

- a) Set up under the guidance of a SWI Director and oversee the Summer Programme of Walks, Hikes, and Presentations at the SPWC at Paradise Meadows.
- b) Publicize these events through various media (electronic and otherwise), including liaison with other organizations with an interest in the Park (such as Comox Valley Nature, Comox District Mountaineering Club, BC Parks)

- c) Coordinate the weekly scheduling of the volunteers who staff the centre and lead nature walks, hikes, etc., maintain the Website calendar of events and volunteer shifts, and track volunteer expense claims.

Application:

To apply, please send a resume and covering letter referencing “Programme & Volunteer Coordinator Position” that clearly indicate how you meet the requirements for this position. For more information, email: strathconawilderness@gmail.com

Apply to:

Judy Norbury, Chair of SWI Board

Email: judynorbury@shaw.ca

Closing date for applications: Open until filled.

Starting date for positions: early June (subject to change)

All applications will be acknowledged by email.

Please note: positions are subject to funding.