

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. 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 nature walks 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 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 : March 30th 2019

Starting date for position: between April 15 and 30th depending on successful candidate's availability.