

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. 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 activities 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.
 - Prepare grant applications for research and community projects
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 & SPWC management
 - 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
- Knowledge of North Island natural history
- Proficiency in Website & Facebook management
- Volunteering experience in a supervisory position
- Strong personal communication skills
- Good working knowledge of computer software for document, image and data processing.
- Retail experience with debit terminals would be an asset

Remuneration :

\$ 22.50 per hour for an applicant who has demonstrably met all qualifications listed above. Otherwise the starting rate will be **\$20.00 per hour**, with the possibility of an increase to **\$22.50 per hour** upon a satisfactory job review at 6 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 500 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 2021, depending on successful candidate's availability.**