



## **Volunteer Coordinator**

The **Weaselhead/Glenmore Park Preservation Society** is looking for a person to fulfill a new volunteer part-time position – **Volunteer Coordinator**.

The main objectives of the Volunteer Coordinator position: reporting to the Executive Director, coordinate and develop the Volunteer Program, manage the volunteer team, and act as a community liaison. Volunteers are critical to the success of the environmental and educational initiatives of the Society. A successful Volunteer Coordinator should be passionate about volunteer work and supporting our volunteer base. The position would include: recruiting and training new volunteers, keeping a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the Society's purpose to the public.

The Volunteer Coordinator position will work to achieve the Society's mission "to advance and foster environmental learning, experiences, protection and appreciation, and to support communities that embrace and conserve our natural spaces". The Volunteer Coordinator will work with a dynamic and committed group of people to promote environmental stewardship and provide experiential education to students and the community.

### **Job Responsibilities**

- Manages all volunteers including recruitment, selection, orientation, scheduling, training, attendance monitoring and maintenance of volunteer information
  - Supports grant requests and reporting by tracking volunteer hours
- Collects volunteer information, availability, skills, and maintains an up-to-date database
- Communicates to volunteers about the Society and volunteer opportunities
- Develops and maintains a Volunteer Handbook to define codes of conduct and operating procedures to uphold the Society's values
- Gathers feedback from volunteers to provide insight into program
- Responsible for retention of volunteers through recognition, conflict resolution, regular communication, and relationship building
- Leads volunteer information sessions for interested volunteer candidates
- Provides a positive, professional, and safe working environment
- Delivers stakeholder-based communications, including ongoing liaison with identified stakeholders

- o Works with Communications Coordinator to coordinate events, deliver articles, updates to newsletters and website
- Fosters positive relationship with stakeholders in the community

### **Qualifications/Skills**

- Current Standard First Aid
- Completing a mandatory Police Check as paid for and submitted to the Society
- Must be COVID-19 vaccinated with QR proof of vaccination certification and is expected to adhere to Alberta Health guidelines (monitoring of symptoms, masking requirements).
- Excellent communication and public speaking skills
- Strong interpersonal skills
- Excellent organization and team-building skills with the ability to work collaboratively within a team environment
- Proficiency in working with technology including Excel, Google Workspace (Sheets, Docs, Forms), Zoom and other virtual meeting platforms
- Detail oriented
- Ability to work independently

### **Education and Experience**

- Bachelor's degree in business management, communications, volunteer management program or related field
- Minimum 2 years' experience in volunteer management
- Familiarity with the Weaselhead/Glenmore Parks and/or urban natural areas an asset
- Genuine concern for and understanding of wildlife and environmental issues

### **Starting Date**

The Volunteer Coordinator is a part-time, approx. 100 hours/year volunteer position that will evolve based on the candidate's capabilities. The position will be filled when a suitable candidate is found.

### **How to apply**

Here is an opportunity to join a dynamic team and share your passion for working with volunteers to support the environment and education! Apply by emailing **[weasel@theweaselhead.com](mailto:weasel@theweaselhead.com)** with a cover letter and resume with the subject line "Application – Volunteer Coordinator". Applications will be accepted until midnight of March 20, 2022. Only applicants requested to attend an interview will be notified. We thank you in advance for your interest.