



Position: Volunteer Coordinator
Hours: Part-time, flexible schedule
Closing: October 16, 2009
Start date: November 16, 2009

WRA Wildlife Rescue Association of BC is recruiting for a Volunteer Coordinator to cover a one-year maternity leave. This is a contract, part-time position (25-30 hr/wk) that manages and develops the volunteer program, and reports to the Executive Director.

Duties of the position will include:

- Recruits, trains, places and supervises volunteers
- Plans, implements, coordinates and evaluates the volunteer program
- Primary liaison with volunteers and staff on volunteer-related matters
- Markets and promotes the volunteer program to the community
- Communications, including WRA's monthly Volunteer Bulletin, Newsletter and special event presentations.
- Helps to coordinate Internship Program (development, recruitment, and supervision)
- Volunteer recognition activities, including annual Volunteer Appreciation Event
- Maintains program records and files
- Facilitates corporate volunteer groups and activities
- Regular reporting on program performance to Executive Director
- Performs other duties consistent with position, as required

The ideal candidate will possess the following qualifications:

- Two years of experience in Volunteer Management and/or a Certificate in Volunteer Management, or the equivalent combination of education, training and experience
- Demonstrated experience directing, supervising and motivating volunteers in an established organizational program
- Sound knowledge of the natural history of local wildlife and basic principles of wildlife rehabilitation
- Demonstrated enthusiasm for WRA's mission (previous volunteer experience at WRA would be an asset)
- Excellent written, verbal and interpersonal communication skills

- Superior organizational skills to ensure smooth operations of volunteer scheduling, screening and follow up
- Conflict management skills, tact and sensitivity to needs of diverse volunteers
- Intermediate computer skills, particularly in Microsoft Office, and general familiarity with information technology and a variety of software applications
- Flexible schedule to accommodate occasional media and community events

If interested in this position, please submit your resume with a covering letter to:

Linda Bakker, Volunteer Coordinator
Wildlife Rescue Association of BC
5216 Glencarin Drive
Burnaby, BC V5B 3C1
Email: apply@wildliferescue.ca
Fax: 604-524-2890

All application materials must be received **no later than October 16, 2009**.

We thank all applicants for their interest. However, only those selected for an interview will be contacted.