



Position: Volunteer Coordinator
Hours: 30 hours/week, permanent
Compensation: \$18-21/hour, employee benefit package
Application deadline: January 31st, 2022

- ◆ Are you looking for a meaningful career that encourages volunteerism in our local community?
- ◆ Are you interested in contributing to a great cause that impacts the lives of our native wildlife?
- ◆ Do you like working with like minded individuals to achieve goals?

Who is Wildlife Rescue?

For over 40 years, Wildlife Rescue Association of BC has been a leader in wildlife rehabilitation, and education in British Columbia. We are BC's busiest wildlife rehabilitation centre, with over 5,500 wildlife patients a year and over 200 active volunteers.

About the Role:

This position is ideal for a candidate with experience in administration or volunteer management who is interested in applying their skills to support the growth and development of Wildlife Rescue's Volunteer Program. The Volunteer Program oversees the recruitment, onboarding, scheduling, and support of over 200 volunteers participating in a range of positions both on and off site.

The Volunteer Coordinator will work alongside the Volunteer Program Manager to support the coordination and day-to-day running of the Volunteer Program. Responsibilities include but are not limited to, responding to volunteer inquiries; maintaining an up-to-date volunteer database; creating and updating Standard Operating Procedures and program materials; contributing ideas to improve volunteer engagement and recognition, and assist in their implementation; database management; scheduling; gathering and monitoring volunteer feedback to initiate

program growth; and development and assisting the Volunteer Program Manager with projects, as needed.

We want to hear from you if you have the following *essential* qualifications:

- Customer service or public-facing experience
- Ability to work with a diverse group of people with a wide variety of skills, experiences, and expectations
- Ability to motivate others
- Excellent organization, attention to detail and project management skills
- Reliability
- Resourcefulness and ability to solve problems
- Ability to complete tasks independently with little supervision and meet deadlines when working from home
- Strong Microsoft Office skills and ability to quickly learn new databases
- Proven ability to follow instructions and administrative protocols
- Excellent communication skills and telephone manner including the ability to respond professionally to emails and write Standard Operating Procedures
- Personal volunteering experience

Our ideal candidate may have some or all of the following qualifications:

- Experience with volunteer management, HR or recruitment
- Knowledge of Better Impact, or other similar volunteer management software
- Office administration experience
- Experience leading others

Why Should You Apply?

- You love wildlife and want to contribute to a great cause
- You enjoy a collaborative and philanthropic work environment with highly dedicated and enthusiastic board members, staff, and volunteers
- You support the culture of volunteerism consisting of teamwork, shared values, and respect
- Opportunities to learn and grow

Submit your cover letter and resume together in a single pdf file using our online form:
<https://app.smartsheet.com/b/form/aea21949543441109d3cde27c4975e5d>

Please be advised that only short-listed candidates will be contacted for interviews, but Wildlife Rescue would like to thank all applicants in advance for their interest.