



Let your career SOAR with Wildlife Rescue!

Are you interested in being part of a PURPOSE-DRIVEN team that encourages volunteerism in our local community?

Do you want to join a fast-growing organization making a big impact in BC?

We are looking for an **Animal Care Volunteer Coordinator** to join our team.

In this dynamic, flexible role, you are empowered to bring your innovative spirit to work every day, where you can make a big impact on a team of dedicated volunteers and the wildlife patients they care for.

Wildlife Rescue values work-life balance;
we offer numerous values-driven employee perks and benefits to support our employees in being their best selves both in and out of the workplace.

Position Profile:

Our Animal Care Volunteer Coordinator role is full time, 32-40 hours per week, operating on a rotation of 5 days on, 3 days off. Flexibility on exact hours, and schedule, dependent on the candidate.

Who YOU are:

You are a forward-thinking leader with a passion for volunteerism, that is excited to contribute to the growth and development of a dynamic and multifaceted program.

You are a skilled relationship builder, that understands the significance of fostering genuine relationships with volunteers that keep them engaged so they come back, week after week, year after year.

You embrace the opportunity to bring new ideas and innovative approaches to a not-for-profit driven by our Mission, Vision and Values which we live and breathe every day.

Who WE are:

Established in 1979, Wildlife Rescue Association of BC is a leader in the rehabilitation of wild animals and is committed to educating the public on how to coexist peacefully with wildlife. Located in Burnaby, BC, we are western Canada's busiest wildlife rehabilitation centre, with over 6,000 animal patients admitted each year.

The Wildlife Rescue Association of BC is located on the ancestral and unceded homelands of the hən̓q̓əmiñəṁ and Skwxwú7mesh speaking peoples. We are grateful for the opportunity to be on this beautiful, shared territory.

Employee Perks and Benefit:

- Hybrid work opportunities (dependent on position)
- Flexible work week (32-40 hours/week) dependent on candidate work style and preference.

- Professional development funding and opportunities
- Room for career growth
- 3 weeks paid vacation to start
- A competitive extended medical and dental benefits plan, which includes:
 - Teleadoc medical services
 - Employee Life insurance
 - Access to Mental Health services including counselling, psychotherapy, and more

Highlight of Key Responsibilities

- Support the recruitment, training, and ongoing development of over 100 animal care volunteers
- Manage the volunteer schedule to ensure daily support of the animal care program
- Develop and implement standard operating procedures, and program materials, that engage volunteers and support the needs of the Wildlife Hospital
- Cultivate innovative ideas to improve volunteer retention, and recognition
- Respond to volunteer inquiries and ongoing feedback
- Maintain an up-to-date volunteer database
- Work with the volunteer program team to continuously improve processes, and support the volunteer program manager with ongoing projects that benefit the growth of the animal care volunteer program

Key Qualifications & Experience

- Customer service or public facing experience an asset
- Excellent communication, organization, and time management skills
- Ability to motivate others and work with a diverse group of people with a wide variety of skills, experiences, and expectations
- Computer skills: Proficient in MS Office; experience with CRM's an asset
- Knowledge of Better Impact or Salesforce an asset
- Personal volunteer experience
- OR the right combination of skills and experience—we are looking for the right fit for our team and encourage all interested candidates to apply.

Note:

- All candidates must be willing to submit proof of current tetanus and COVID-19 vaccination and to obtain criminal record check as per policy.
- WRA is an Equal Opportunity Employer committed to Diversity, Equity and Inclusion; It is WRA's policy to provide equal opportunity for all qualified employees and applicants for employment without regard to race, colour, religion or creed, gender, age, disability, national origin, language, political belief, criminal record, pregnancy, marital status or sexual orientation. Reasonable accommodation will be made for persons with disabilities. This policy applies to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. If you need assistance or an accommodation, you may contact us at recruitment@wildliferescue.ca.

To Apply

Submit your cover letter and resume together in a single pdf file using our online form.

<https://app.smartsheet.com/b/form/558b32c1ffc8402daf7b41beb7f1adc8>

If you have any questions, please feel free to contact us at recruitment@wildliferescue.ca