

# My Sea to Sky - Volunteer Coordinator

## About My Sea to Sky:

My Sea to Sky is a people-powered environmental organization that was founded in 2014 to inspire and empower British Columbians to safeguard the spectacular natural legacy of Howe Sound.

We organize educational events; coordinate research; build partnerships and respectful relationships; lift up First Nations voices and culture; and facilitate public engagement with our municipal, provincial, and federal governments.

We aim to inspire our community to become activists, and make it as simple as possible for people to take action at critical moments.

Join our team of passionate changemakers.

## Job Description:

The Volunteer Coordinator (VC) plays a vital role in the development of volunteer staffing for My Sea to Sky (MS2S). The VC will be the primary point of contact for prospective and current volunteers, and will support the growth and escalation of volunteers. The VC is the “face” of MS2S to the volunteer base.

The goal of this 8-week project is to build volunteer capacity within My Sea to Sky, by clearly identifying volunteer opportunities, recruiting new and existing volunteers, and building volunteer leadership. Your role will be to develop teams of volunteers for outreach at events and door-knocking over the summer.

This position reports directly to the Executive Director of My Sea to Sky.

## Responsibilities:

### Planning and Orientation

- Work with the ED to identify volunteer roles to help meet the organization’s needs.
- Keep existing volunteer outreach & tabling kits available and up to date.
- Develop a volunteer feedback form.

### Recruitment and Selection

- Interview and recruit volunteers, identify their skill sets, and ensure they are appropriately matched and trained for a position.
- Use the “snowflake model” of distributed leadership to recruit organizers and build interconnected teams of volunteers.

### Training and Development

- Organize volunteer meetings once a month to help coordinate the training and orientation of volunteers.
- Foster strong relationships with volunteers and encourage them in any specific areas that they would like to spend volunteer hours.

- Communicate the shared values of the My Sea to Sky Organization.
- Foster a strong awareness of My Sea to Sky Campaigns amongst volunteers.
- Monitor, support, motivate and accredit volunteers and their work.
- Follow-up after volunteer activity to assess how it went and gather any feedback that would be helpful to the Organization.
- Perform a skills audit to determine if the volunteer is successfully completing their tasks, or needs more training.

### **Rewards and Recognition**

- Develop ways to recognize and reward volunteers.

### **Management**

- Coordinate volunteers for specific outreach activities such as tabling, door-knocking, events, and other identified tasks.
- Develop and manage policies, procedures, and standards for volunteers.
- Manage volunteer communication through e-newsletters and MS2S Supporters and Collaborators FB page.
- Work within NationBuilder to maintain records of volunteers including contact information, volunteer history, and point person.
- Work within NationBuilder to log contact with volunteers and develop volunteer paths of engagement.
- Manage any associated budget or expenditures.
- Attend meetings as required.
- Manage any grievances that arise to resolve conflict.
- Use time tracking software (Toggl) to keep track of your hours and specific tasks.

### **Required skills & attributes:**

- Experience coordinating teams of volunteers and building volunteer capacity.
- Able to work autonomously on a range of varied tasks and projects, and take the initiative doing whatever it takes to get the job done.
- Excellent communication skills (written, verbal, listening).
- Strong interpersonal skills and the ability to deal with a diverse range of people.
- Capacity to inspire and motivate others.
- Ability to deal with information in a confidential manner and respond with sensitivity.
- Computer literate (websites, e-communications, Skype, Google docs, Word, Excel)

- Passionate about the environment and social change.
- Friendly, self-motivated, patient, confident, and professional.
- Organized, creative, and resourceful.
- Ability to build strong, collaborative relationships.
- Willingness to learn through reflection, evaluation, and by giving and receiving feedback.

**Helpful but not required:**

Experience using NationBuilder or similar software platforms

**Position requires your own:**

- Computer
- Internet
- Cell phone

**Location:**

Based in Squamish, working from home

**Hours:**

35 hours per week for 8 weeks, between June 1<sup>st</sup> and August 16<sup>th</sup> 2019

Flexible on days & hours (will require some work on weekends)

**Compensation:**

\$18.00/hour plus benefits

**Candidate eligibility:**

Funding for this position is provided by the Canada Summer Jobs program. Candidates must be:

- between 15 and 30 years of age (inclusive) at the start of employment;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*; and
- legally entitled to work according to the relevant provincial legislation and regulations.

\*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

**Application process:**

At My Sea to Sky we know our capacity to win is increased when our team has a diversity of backgrounds and experience. We encourage applicants from a diversity of genders, cultures, languages, and experiences to apply.

To apply, please submit a brief CV (no more than 2 pages) documenting your experience and qualifications relevant to this role; and a brief letter detailing how you meet the qualities we are looking for and why you would be the best person for this role (no more than 2 pages).

Submit your CV and letter to: [info@myseatosky.org](mailto:info@myseatosky.org)

**Please apply by 5.00pm, Friday 23<sup>rd</sup> May 2019.**