



## VOLUNTEER COORDINATOR

Do you love channeling a hard-working and enthusiastic team to make a difference? The Volunteer Coordinator (VC) is the primary person in charge of overseeing our summer volunteer program, which supports our unique vision. Over the summer, we have approximately twenty volunteers at camp to supplement our program, facilities, and food services teams. The VC liaises with the managers of those three areas to assess needs for projects or reoccurring support before designing a schedule for the Volunteer Work Crew. The VC will participate in the general Pre-Camp Training for program staff and orchestrate volunteer training. Given that all staff and campers stay onsite at the Evans Lake Forest Education Centre while camp is in session, the action never stops. Applicants should enjoy working in dynamic work environments. Solid organizational and interpersonal skills are a must for this role, as well as a yearning for an endless summer!

### General

- Assist with hiring and scheduling volunteers.
- Liaise with the facilities, food services, and program managers to create a project schedule for the summer.
- Organize and facilitate volunteer training.
- Provide supervisory support, mentoring, and evaluation to all volunteers.
- Work with the Volunteer Work Crew to host day and overnight camp groups and community outreach events.
- Assist with the general administration of programs and with ongoing camp events and activities.
- Assist in coordinating overnight hikes and off-site activities, including gear management.
- Work Transport Bus stops from Metro Vancouver/Squamish as needed.
- Drive the truck and trailer as part of weekly transport in and out of camp and other driving as needed.
- Other duties as assigned (e.g. driving campers, staff, or supplies; working as an instructor)

### Term

- **Staff training** – June 22<sup>nd</sup> to 26<sup>th</sup> 2024.
- **Summer Season** – June 30<sup>th</sup> through to August 23<sup>rd</sup> 2024.
- Preference may be given to candidates who can work rental groups starting in late March/early April and extending through late October.

### Safety

- Comply with Evans Lake's policies and procedures.
- Take ownership of the safety of campers, staff, and volunteers.

### Reporting and Evaluation

- The Volunteer Coordinator reports to the Program Manager and receives mentoring and coaching from senior staff.
- The Program Manager will initiate a goal-setting and evaluation process.
- Continuous feedback and communication among staff members are encouraged.

### Required Certifications & Experience

- First Aid Certificate (at minimum, an 8-hour basic certificate that includes CPR)
- Class 5 driver's license (experience driving a truck and trailer is desirable)
- Preference may be given to candidates with or able to obtain a BC unrestricted class 4 license. Candidates without this license who wish to obtain it can discuss the license upgrade/ conversion process during the interview. Evans Lake will support the candidate in this process.
- Additional certifications are assets, including advanced first aid (e.g. Occupational Level II), NL lifeguarding, and certifications in paddling, rock-climbing, and outdoor recreation, and leadership.
- Criminal reference check with a vulnerable sectors search.

### Additional Information:

- Compensation begins at \$147/day, with an increase of up to \$7/day, according to experience and certifications. Free room and board are also included when programs are in session.
- **To apply:** Fill out our online application form at <http://bit.ly/2EwKBRB>
- ELFES is an equal-opportunity employer. We are proud to uphold human rights, we value the inclusion of all members of our community, and we strive to create a safe and fun environment for everyone to explore forests.



EVANS LAKE FOREST EDUCATION SOCIETY

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- We acknowledge that Evans Lake is located near Ch'yakmesh on the unceded territory of Skwxwú7mesh Úxwumixw (Squamish Nation)

\*If follow-up with your application is required, for privacy and confidentiality reasons, **we can only discuss an application with the applicant (i.e. no agents, representatives or family members).**