

Job Description: Volunteer Coordinator



Position Summary

The Discovery Passage Aquarium offers educational and interpretive programs for residents, schools and visitors highlighting the fascinating marine life of the Discovery Passage and surrounding waters. Are you outgoing, upbeat, and full of curiosity? A creative and enthusiastic communicator, with a strong interest in the marine environment, natural history and volunteering? If so, you might like to join us as our Volunteer Coordinator!

Hours and Location of Work

This position is based off of a 35 hour work week, Thursdays to Mondays from 1:00PM to 8:00PM. Position will start in Early/mid-June 2023 and end on Labor Day (September 4th, 2023) Part time employment may be available to select employees during the fall and winter months. Rate of pay is \$18.00 per hour. The Discovery Passage Aquarium is located in Campbell River, BC.

Job Duties and Responsibilities

The Volunteer Coordinator is responsible for the coordination of the volunteer evening program. Through the assistance of volunteer aquarium interpreters, we extend the operating hours of the Discovery Passage Aquarium from our original closing time (4:30PM) to 7:30PM on Thursdays to Mondays.

- Assessment, interviewing, & training of prospective aquarium volunteer applicants
- Scheduling & management of aquarium volunteers during volunteer evenings
- Sales & Cashiering, including the documentation and presentation of relevant statistics such as visitation numbers, sales, & volunteer hours.
- Provide a safe and positive work environment for staff and volunteers
- Assist in maintaining exhibits with live animals and provide high quality animal husbandry
- Regular posts to social media, including Facebook & Instagram posts

Qualifications

- Post-secondary education in a field of biological sciences, education, tourism, or marketing is an asset.
- Experience as a social-media coordinator an asset.
- Experience in events coordination an asset.
- Experience as a volunteer coordinator an asset.

Desirable Knowledge, Skills, and Experience

Candidates must be able to demonstrate:

- Knowledge of local marine biodiversity, species, life history and habitats
- Excellent interpersonal communications, presentation and public speaking skills
- Strong time management and organizational skills. Must be able to commit to a regular social media posting schedule.
- Strong language skills in English are required. A second language is an asset

Eligibility

To be eligible, applicants must:

- Must be between 15 and 30 years of age at the start of the employment;
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*
- Must Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Application Information

Please send your resume and cover letter indicating how you meet the qualifications, skills and experience to Manager@DiscoveryPassageAquarium.ca by the date shown on the job posting.

Thank you for your interest in the Discovery Passage Aquarium! Only those selected for an interview will be contacted, however, we thank all applicants for their submissions.