

# Job Posting: Volunteer Coordinator



## About the Discovery Passage Aquarium

The Discovery Passage Aquarium offers fun and unique hands-on educational experiences for people of all ages. Come to see, touch and feel our incredible local marine species and habitats and discover the diverse marine life of Discovery Passage and Islands. The Aquarium is open from spring until fall each year. Specimens from representative local species are collected from the marine environment in the spring and returned to the area of collection at the end of the season.

We aim to be an inclusive, learning organization with progressive hiring practices. We value our employees and volunteers and provide ongoing opportunities for professional development.

## Position Overview

The Volunteer Coordinator is responsible for the coordination of the volunteer evening program, which extends the operating hours of the aquarium from 4:30PM to 7:30PM, Thursdays to Mondays. This role includes the recruitment, retention, and recognition of aquarium volunteers. Additional duties will include animal husbandry, events coordination, and basic administrative duties.

## 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

## Terms and Conditions

- Hours (per week): 35-40
- Term: Full time from June to early September 2023
- Schedule will include weekends and evenings
- Pay: \$18.00 per hour, plus vacation pay.
- The Discovery Passage Aquarium is in Campbell River, BC
- **Must be eligible for employment under the Canada Summer Jobs Program; conditions outlined in online job description**

## **Application Deadline: May 15<sup>th</sup>, 2023**

Complete job description is on the Discovery Passage Aquarium website:

[www.discoverypassageaquarium.ca](http://www.discoverypassageaquarium.ca)

Please send resume, cover letter and any supporting documents to

[manager@discoverypassageaquarium.ca](mailto:manager@discoverypassageaquarium.ca)

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. Interviews may be conducted throughout the posting period.