



Position Description

Position Title: Volunteer Restoration Team Leader

Program Area Overview:

The HAT Habitat Restoration Program promotes and nurtures the growth of sustained community engagement in ecological restoration on conservation properties through vital and innovative volunteer programs supported by volunteers who actively participate in the achievement of HAT's Vision and Mission as well as HAT Staff.

The Coordinator works collaboratively across the entire Agency to support strategic goal achievement, engaging with partners, supporters and other community resources to ensure HAT's ongoing sustainability.

Position Overview:

Reporting to the Community and Development Coordinator (Alanah Nasadyk) and collaborating with the Habitat Management Coordinator (Wendy Tyrrell), the Coordinator is responsible for the coordination and advertisement of the restoration volunteer program that efficiently and effectively promotes, nurtures and sustains active engagement and partnership with community and corporate volunteers.

Position Deliverables/Accountabilities:

- Manages an effective volunteer program including:
 - recruitment, engagement, assessment and ongoing recognition of volunteers;
 - encouragement of norms and practices that foster volunteer retention and wider volunteer contribution;
 - periodic needs assessments to ensure HAT programs are effectively supported.
- Communicates with volunteers directly through email with information about restoration events, targeted invitations, tracks email RSVPs and carpooling list in Google Drive, checking volunteers@hat.bc.ca email a minimum of twice a week
- Creates restoration event posters from templates or original design for each event, printing and posting in public spaces
- Shares and schedules posts about restoration volunteer events across social media (Twitter, Instagram, Facebook, HAT Blog, HAT website Calendar), and creates Facebook event page for each event to invite participation and recognize sponsors
- Using list of advertising spaces shares event details and poster across online event boards and funders.
- Contacts local businesses to sponsor lunch/coffee/treats at restoration events for volunteers, tracking and recognizing donors to encourage mutually beneficial long-term relationships
- Outreach to corporate donors for volunteer recognition gifts in the form of product samples or discounts at stores.
- Post-event data entry tracking event participation
- Monthly Restoration Event Participation: not a regular requirement, participation based on personal desire and schedule. Recommended for applicants that have not yet attended a restoration event to take part in 3 events as available.

Contacts:

Internal: With Community and Development Coordinator for direct supervision, training and development; with HAT staff to facilitate achievement of objectives; with HAT volunteers to provide on-going support.

External: builds collaborative partnerships with agencies, groups, funders, corporate sponsors, and public entities to enhance volunteer participation and recognition.

Position Competencies:

Collaborative Relationship Building: able to develop, maintain and strengthen partnerships with others inside or outside the organization who can provide information, assistance and support;

Strategic Orientation: Able to link long range goals to daily work, take the long-term view and develop plans to meet over-arching goals;

Effective Communication: the ability to express ideas, facts and information in a clear, timely and organized manner to create positive supportive partnerships;

Professionalism: is honest and forthright, takes responsibility for own actions, conveys a command of relevant facts and information, acts in a manner that conveys trustworthiness, reliability and dependability.

Service: demonstrates a strong commitment to meeting the needs of donors, partners, or community members, striving to ensure their full satisfaction.

Qualification Criteria:

- Ability to commit at least 8 hours a week (for a minimum 4 months term) to volunteer position. Ideally divided as: 4 hours regular office time once a week, 4 hours email/online based coordinating outside office
- Knowledge of and commitment to the principles of volunteerism;
- Demonstrated skill in managing and coordinating a diverse program portfolio;
- Highly developed skills in planning, delegation, time management, organization and problem-solving;
- Creativity in crafting engaging materials and writing within limited resources and budget
- Strong interpersonal, written and verbal skills, ability to interact and consult with individuals at all levels inside HAT and in the broader community;
- Familiarity with community advocacy;
- Knowledge of database and word processing software.

Please submit your application to volunteers@hat.bc.ca