PSPS is Hiring!

Position Title
EcoTEAM Coordinator

About Pacific Spirit Park Society
The Pacific Spirit Park Society is a community-based volunteer organization. We work together with Metro Vancouver, as part of the Regional Park Partners Program, and hold a vision of an urban forest and foreshore park that is protected and cared for in perpetuity, for the benefit of all. Our programming centers on ecological restoration, data collection, monitoring, and environmental education, empowering community members through skills development and stewardship training.

About the Position
The EcoTEAM Coordinator will run our EcoTeam events (Saturdays 12:30-3:30 pm) and help with support of the Camosun Bog Restoration Group (Saturday mornings). The EcoTEAM Coordinator will communicate with the Volunteer & Program Coordinator before and after the event to discuss and exchange event information. Good communication skills are a must, as are timely responses to emails. During these events, they will be in charge of snack preparation and delivery, volunteer sign-in and coordination, equipment inventory and collecting event information. Specifically, the EcoTEAM Coordinator will provide the following services to PSPS:

- Review event plan and volunteer lists prior to events.
- Sign in volunteers and collect volunteer information.
- Set up events (tent, table, tools).
- Provide a safety talk to volunteers and explain the activity and goals for the day.
- Oversee all safety aspects of the events.
- Ensure PSPS Health and Safety Guidelines are communicated and followed.
- Divide roles and responsibilities between community volunteers.
- Fill out school forms as required.
- Set up snack break.
- Coordinate clean-up of event and take tool inventory.
- Provide an invoice to the Pacific Spirit Park Society monthly.
Qualifications and Skills

- Demonstrated knowledge of ecological restoration
- Experience working with and leading volunteers
- Valid Driver’s License
- Access to a reliable vehicle
- First Aid certification
- WHMIS certification

If you do not possess First Aid or WHMIS, PSPS will assist you in obtaining these certifications.

Details

- Independent Contractor
- Works under the supervision of the Volunteer and Program Coordinator.
- Hours: 4-5 hours weekly (Saturdays)
- Remuneration: $20/hour
- Start date: Immediate availability preferred

How to Apply

To apply, please fill out the questionnaire and submit your resume and cover letter here. Enquiries can be directed to chair@pacificspiritparksoctociety.org. Pacific Spirit Park Society is a diverse and inclusive society. We welcome applications from all qualified persons, including women, Indigenous peoples, persons with disabilities and members of visible minorities.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.