

# PSPS is Hiring!



**PACIFIC SPIRIT  
PARK SOCIETY**

## Position Title

Volunteer & Program 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

PSPS is seeking a Volunteer & Program Coordinator (VPC) who has passion for environmental restoration, monitoring, and education. The VPC will support our core programming and annual projects through grant writing, annual and monthly planning, and regular communication with the PSPS board, Metro Vancouver (MV) staff, community partners, program leaders, volunteers, and the public. This position reports to the PSPS board of directors, but requires the ability to work independently, and the successful applicant will show high levels of initiation and organization. The PC coordinates multiple projects congruently, which depends on strong project management skills. In addition, the PC needs strong written and oral communication skills in order to give public presentations, engage with stakeholders, complete regular reports and program support documents, while managing email, the website, and social media content.

Specifically, the Volunteer and Program Coordinator will provide the following services to PSPS:

- Support the PSPS board in strategic and annual work-plan development, as well as planning and running the Annual General Meeting.
- Collaborate with the PSPS board to source, plan, write, and report on grants to support core funding and annual projects.
- Provide MV staff with permit, tool-delivery, and event requests while providing monthly program reports to MV staff and PSPS board.

- Purchase all program supplies, including tree orders and equipment, and provide invoices for these materials to the PSPS board.
- Support board committee and provide on-the-ground event support as needed or as requested by the board.
- Prepare and host regular leader, safety, and skilled-volunteer training events.
- Coordinate with other contractors and volunteer leaders as needed or as directed by the PSPS board.
- Communicate and network regularly with PSPS board, MV staff, PSPS volunteers, community partners and the public through established channels (email, website, social media, etc.)
- Recruit new volunteers and members to PSPS. Review event plans and volunteer lists prior to events.
- Sign in volunteers and collect volunteer information.
- Set up events (tent, table, tools).
- Coordinate clean-up of event and take tool inventory.
- Provide an invoice to the Pacific Spirit Park Society every two weeks

## Qualifications and Skills

- Excellent written and verbal communication skills (including social media communication)
- Demonstrated project management, grant writing, and event management skills.
- Exceptional public engagement skills and a passion for environmental restoration, monitoring, and education.
- Experience managing and training contract workers, and experience with non-profits (e.g. working with a board of directors).
- Education in ecology, forestry, geography, environmental science, or a related field and a basic understanding of hydrology.
- Strong computer skills: Google Suite and/or MS Office, Intermediate spreadsheet software skills (e.g. Excel, Google Sheets), Image Editing (e.g. Adobe Photoshop, Canva), Wordpress. Candidates may be subject to a skills test to test abilities
- Must be comfortable working outside in all weather conditions, and be able to lift at least 50 lbs.
- Drivers license and access to a reliable vehicle. At least an N license is required.
- Access to home office with a reliable computer and internet
- Willingness to complete a criminal record check.
- First Aid (Occupational Level 1) and WHMIS
- Ability to identify commonly found invasive plants
- Demonstrated knowledge of ecological restoration considered an asset
- Landscaping, gardening, farming or other similar experience considered an asset
- Experience working with and leading volunteers

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

## Details

- Independent Contractor
- Hours: Approx. 20 hours weekly with the majority of programming support happening on Saturday and Sunday.
- Remuneration: \$26/hour
- Start date: Immediate availability preferred

## How to Apply

To apply, please fill out the questionnaire and submit your resume and cover letter at <https://forms.gle/E9ACnsht8CC8fGwF6>. Enquiries can be directed to [chair@pacificspiritpaksociety.org](mailto:chair@pacificspiritpaksociety.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.

**\*\*NOTE:** If you previously applied to the EcoTeam Coordinator position, there is no need to reapply. Your application will be automatically considered for this revised role.