

CONSERVATION VOLUNTEER COORDINATOR

Please apply through: www.thelandbetween.ca/hiring
info@thelandbetween.ca
info@turtleguardians.ca
705-854-2888



OVERVIEW

Location: Haliburton, Peterborough, Hastings, or Muskoka

Employment type: This role can be a Full Time Seasonal (35 hrs/week) position for candidates qualifying for Youth Employment Strategy subsidies between the ages of 15 and 30, or Part Time at 15-20 hours per week for candidates over the age of 30 years old.

Rate of pay: \$19.00 to \$22.00/hour depending on experience

Anticipated start: April/Early May 2025

JOB DESCRIPTION

The Land Between is seeking an outgoing and sociable candidate to join our team as a Volunteer Coordinator. The Coordinator will lead the recruitment, training and supervision of The Land Between and Turtle Guardian's community science volunteers. These community science programs are for people of all ages and backgrounds. They involve nature and wildlife monitoring, babysitting nesting turtles, bird watching, habitat surveying and more! The Volunteer Manager will onboard, train and supervise new participants, while maintaining relationships with current volunteers. The Volunteer Manager will ensure that our volunteers understand protocols, safety practices and reporting platforms. You will answer questions and concerns from participants through phone and email, as well as conduct in person and online training. The Volunteer Manager will analyze and organize community science data as it is collected. You will also work with local volunteer coalitions and related community groups or events to market these programs. The incumbent will also assist in media relations and marketing, to record testimonials and experiences of volunteers, relay stories in social media and newsletters and celebrate the work of volunteers.

Position Requirements

- Actively pursuing or completed post secondary in a relevant field (Biology, Conservation, Environmental Science, Outdoor Education, Social Sciences etc)
- Available to work evenings and weekends during May and June.
- Preference for eligibility will be provided to those qualifying for Youth Employment Subsidies such as Canada Summer Jobs (Between 15-30 years of age and 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)

Skills

- Strong written and verbal communication skills
- Computer skills including use of Google sheets, video editing, Canva, and zoom
- Effective presentation skills
- Personal integrity, accountability, and transparency to be able to work in teams, but also confidence in interpersonal skills and leadership communications
- Proficiency in data input and analysis
- Strong problem solving skills
- Management and recruitment experience is an asset
- Experience working with animals/wildlife is an asset
- An understanding of species at risk legislation in Ontario is an asset

