

## Let your career SOAR with Wildlife Rescue!

Are you passionate about making a difference for wildlife?

Do you want to join a purpose-driven team making a big impact in BC?

We are looking for a **Volunteer Coordinator** to join our Team!

In this dynamic role, you'll bring your energy and creativity to work every day, making a meaningful contribution to the lives of British Columbia's wildlife.

Wildlife Rescue values work-life balance and offers a range of perks and benefits designed to support our employees in and out of the workplace.

### Position Profile:

The Volunteer Coordinator plays a key role in building and sustaining our volunteer program. This position is responsible for supervising, recruiting, onboarding, training, and appreciating volunteers, ensuring they have the skills and support needed to help us achieve our mission. Working closely with the Volunteer Program Manager, the coordinator helps drive operational goals and strengthen the program, while supporting staff with the talent and resources they need to succeed. Additionally, the coordinator will play a role in fostering an inclusive and motivating environment for our community.

**Position type:** 40 hours per week, permanent, in-person at our Burnaby location

**Compensation:** \$20.00 - \$21.00 per hour

### Who YOU are:

- You are passionate about volunteerism and excited to help grow and develop a dynamic, multifaceted program.
- You are a skilled relationship builder who understands the importance of fostering genuine connections with volunteers, keeping them engaged and inspired year after year.
- You embrace innovation and bring fresh ideas to a mission-driven organization that lives its values every day.

### Who WE are

Established in 1979, the Wildlife Rescue Association of BC is a leader in the rehabilitation of wild animals and is committed to educating the public on how to coexist peacefully with wildlife. Located in Burnaby, BC, we are Western Canada's busiest wildlife rehabilitation centre, with over 5,000 animal patients admitted each year.

The Wildlife Rescue Association of BC is located on the ancestral and unceded homelands of the hən̓q̓əmiṇəm and Skwxwú7mesh speaking peoples. We are grateful for the opportunity to be on this beautiful, shared territory.

### Our Volunteer Program

Our volunteer program currently supports around 200 active volunteers who contribute, over 17,000 hours per year, across a wide range of roles, including Animal Care, Helpline, Admissions, Administration, and Advancement.

The Volunteer Program is a dynamic, boots-on-the-ground operation that runs 365 days a year with seasonally adapting hours of operations.

### **Employee Perks and Benefits**

- Professional development funding and opportunities for career growth
- Starting paid vacation of 3 weeks
- A competitive extended medical and dental benefits plan, which includes:
  - Teladoc virtual medical services
  - Employee Life Insurance
  - Travel protection outside of Canada
  - Access to paramedical services (counselling, chiropractors, massage therapists, and more)

### **Highlight of Key Responsibilities**

- Support the day-to-day operations of a busy non-profit organization
- Respond to inquiries from prospective and current volunteers
- Maintain and manage an up-to-date volunteer database (Better Impact)
- Create and update Standard Operating Procedures and program materials
- Develop and implement strategies to improve volunteer engagement, recognition, and retention
- Manage and update volunteer schedules
- Gather and monitor volunteer feedback to drive program growth
- Hold a position with the Occupational Health and Safety Committee
- Collaborate with the volunteer program team to improve processes and support ongoing projects

### **Key Qualifications & Experience**

- Customer service or public-facing experience
- Excellent communication, organizational, and time management skills
- Ability to motivate and work with a diverse group of people
- Proficiency in MS Office
- Knowledge of Better Impact or Salesforce is an asset
- Personal experience with volunteering and an appreciation for its importance
- Flexibility to work evenings or weekends, as required
- We encourage all interested candidates to apply—we're looking for the right fit!

### **Please note**

- All candidates must be willing to obtain a criminal record check as per policy.
- WRA is an Equal Opportunity Employer committed to Diversity, Equity and Inclusion. If you need assistance or an accommodation, you may contact us at [recruitment@wildliferescue.ca](mailto:recruitment@wildliferescue.ca).

### **To Apply**

Please submit your cover letter and resume together in a single PDF file using our online form <https://app.smartsheet.com/b/form/0df18f2ccec48598957978e2c900306>.

If you have any questions, you may contact us at [recruitment@wildliferescue.ca](mailto:recruitment@wildliferescue.ca)