



Volunteer Coordinator - Job Posting

The Gulf of Georgia Cannery, built in 1894 in the historic village of Steveston, is a living monument to the individuals involved in BC's fishing industry. The site is operated by the Gulf of Georgia Cannery Society, a non-profit society and registered charity. Working in partnership with Parks Canada, the Society works to preserve the history of the Canada's west coast fishing industry.

Reporting to the Manager of Audience Engagement, the Volunteer Coordinator oversees the administration of the Gulf of Georgia Cannery Society's volunteer program.

Responsibilities:

- Plan and complete volunteer recruitment initiatives
- Schedule and lead volunteer interviews and site orientations
- Conduct reference checks and background checks
- Maintain administrative records for all volunteers
- Plan and coordinate volunteer appreciation and recognition initiatives
- Work with other staff to keep volunteer opportunities and role descriptions up to date
- Assist in the preparation of budgets and reports
- Other volunteer program duties as required

Qualifications:

- Experience in museum programming and/or volunteer management
- Experience working with the public and with volunteers required
- Proven success record in leadership and managing people
- Fluent in English with strong communication skills, French language is an asset
- Experience with social media is an asset

Hours and compensation:

This is a permanent, part-time position for 16 hours per week, flexible schedule, some weekend work required. Salary: \$16/hr plus 4% in lieu of vacations.

Please send resume and cover letter to Shannon King, Manager of Audience Engagement at shannon.king@gogcannery.org by **August 10th, 2018**. Only those candidates chosen for an interview will be contacted. No phone calls please.

This job may be combined with a Heritage Interpreter or Head Interpreter role at the Gulf of Georgia Cannery, depending on applicant qualifications. Please see our current job openings for other part-time opportunities with the Society.