

VOLUNTEER PROGRAM SPECIALIST - SURREY NATURE CENTRE

As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. ***Build a City. Build a Future*** *at the City of Surrey*

SCOPE

The Surrey Nature Centre is looking to add an 18-month, full-time program specialist to our team to create and implement a sustainable volunteer program. Working within the Parks Division, the Surrey Nature Centre offers nature-related programs for schools and the public with the goal of increasing awareness, appreciation, and stewardship of Surrey's urban forest.

The successful candidate will have experience working with volunteers and strong leadership abilities; in addition, they will have a sound knowledge of the local flora and fauna, invasive plants, and best practices relating to community science and stewardship.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Project (18 Months)

RESPONSIBILITIES

As the Surrey Nature Centre Volunteer Program Specialist you will:

- Develop and implement a volunteer program for the Surrey Nature Centre.
- Recruit, train, supervise, and schedule volunteers.
- Build and maintain strong working relationships with volunteers, staff, and other stakeholders.
- Provide ongoing support to ensure volunteers feel welcomed, included, and recognized as valuable members of our community.
- Communicate clearly and professionally in both verbal and written formats.
- Ensure the City's Policies and Procedures are followed to maintain a high level of safety.
- Work flexible hours, including evening and weekends in all weather conditions.

QUALIFICATIONS

- Completion of Grade 12 supplemented by a degree/diploma in recreation, or a related field from a recognized post-secondary institution plus 2 years progressively responsible experience in community service work or area of specialty, including supervision, or an equivalent acceptable combination of training and experience.
- Valid BC Driver's License with a safe driving history.
- Occupational First Aid Level One Certificate or acceptable equivalent.



OTHER INFORMATION

HOURLY RATE: $34.32

APPLY

If you are interested in this opportunity, please apply at https://www.surrey.ca/about-surrey/jobs-careers to Job ID 7403.