



## **Volunteer Engagement Coordinator**

### **Volunteer Position Description**

#### **Organizational profile**

Vancouver Botanical Gardens Association, a registered charitable organization, delivers educational programs and Garden projects at VanDusen Botanical Garden, a 55-acre botanical garden and Bloedel Conservatory, a domed, lush tropical rainforest paradise in the heart of Vancouver. As Vancouver's 'green heart,' we help to protect the globe's biodiversity while acting as an oasis of calm in a busy city, providing a place for people to connect with nature and find peace in a world of plants and beauty.

#### **Purpose:**

The Volunteer Engagement Coordinator provides volunteer coordination and administrative support to the Director, Volunteer Engagement, for various events and programs throughout the year.

#### **Responsibilities:**

- Assist with recruiting, scheduling and orienting volunteers.
- Provide administrative support including: formatting written material, mail merges, data entry, taking meeting minutes, filing.
- Assist with training, orientation sessions and events including preparation, registration, and follow up communications.
- Onsite event days to assist in providing direction to volunteers.

#### **Skills, Attitudes, Knowledge Required:**

- Previous experience working in an office environment
- Exceptional computer skills including Word, Excel, PowerPoint, familiarity with databases
- Accurate data entry, detail oriented
- Excellent organizational and communication skills; ability to multi-task
- Previous volunteer coordination experience

#### **Training and Orientation:**

- Orientation to VanDusen Garden and the roles volunteers play at the VBGA
- Role specific training with the Director, Volunteer Engagement

**Time Commitment:** 8 hours per week during office hours (Mon-Fri 8:30am – 4:30pm). A 1 year commitment is requested.

**Supervisory Relationships/liaison:** Candidate will be supervised by, and liaise with, the Director, Volunteer Engagement.

**Authority/Decision Making:** Must be comfortable making decisions and problem solving with minimal supervision.

**Volunteer Benefits:**

- Grow and practice skills supporting and engaging large teams of volunteers
- Enhance administrative, organizational, and leadership skills
- Opportunity to work with a volunteer management professional in a well-respected non-profit
- Contribute your time and talents in an impactful way for a worthwhile cause
- Reference letter

**To Apply:** Please email your resume and cover letter to Heidi Jakob at [hjakop@vandusen.org](mailto:hjakop@vandusen.org)