

JOB POSTING



CONTRACT POSITION: Part-Time COORDINATOR for the Burnaby Lake Park Association

THE ORGANISATION:

The Burnaby Lake Park Association (BLPA) is an incorporated non-profit society that works closely with Metro Vancouver and other park partners to preserve, restore and protect the ecological integrity of Burnaby Lake Regional Park and to increase public appreciation for the natural environment. Programming is centred on habitat enhancement and restoration, education and outreach.

To learn more about who we are and what we do, have a look around our website: burnabylakepark.ca

THE POSITION:

The BLPA is seeking an enthusiastic and friendly person who has a passion for the environment, to support the BLPA Board and its committees with:

- Coordination and delivery of volunteer stewardship programs
- Outreach and event coordination, project planning
- Administration and fundraising

The successful applicant will show high levels of initiative and organisation as well as enjoy working with a diverse range of people, lead volunteers, collaborate with the board and other partners and also be able to work well independently.

Duties and Responsibilities:

The Coordinator will assist the board of directors in the following areas:

- Volunteer recruitment, communication, and retention
- Planning, coordinating, leading or co-leading BLPA programs and events. These can include but not limited to (in a regular year):
 - Invasive Removal/Planting (about 20-30 work parties per year)
 - Outreach in the community (about 20 per year)
 - Volunteer training – invasive species: identification, removal techniques; native species: identification, planting; outreach setup/take down,
 - Nest Box work parties
 - Wildlife monitoring
 - Annual General Meeting (usually May)
 - December Open House
- Administration and record keeping (e.g., volunteer statistics, event reports, schedules, minutes)
- Communications and correspondence in a timely manner, with BLPA board members, Metro Vancouver staff, volunteers and outside agencies
- Contributing to and participating in BLPA public outreach, both in the park and community
- Researching and developing public program offerings with the board

- Collaborating on research and completion of funding applications
- Providing information for inclusion on the BLPA website and social media
- Other relevant duties as directed by the BLPA Board

Reporting:

The Coordinator will report and be accountable to the BLPA Board and its committees. **The position requires regular reporting at monthly BLPA Board meetings which take place the 3rd Wednesday of each month, 7:00 – 9:00 pm.** The meetings take place in person at the Metro Vancouver Regional Parks office at 9146 Avalon Avenue or on Zoom. Schedule of in-person/online TBD.

Qualifications:

- Demonstrated experience applying the principles and techniques of volunteer management – ensuring a positive and fulfilling volunteer experience from initial contact, to ongoing activities and engagement
- Ability to coordinate and manage volunteer activities with effective group management skills
- Maintain a positive and encouraging attitude in challenging environments – Mother Nature does not always cooperate!
- Strong organisational, record-keeping, and administrative skills
- Computer skills – proficiency with:
 - Microsoft Office – Word, Excel, PowerPoint and/or
 - Google Apps – Gmail, Docs, Sheets, Slides, Forms
 - Zoom
 - Eventbrite/MeetUp
 - Familiarity with social media – WordPress, Facebook pages, X (Twitter), Instagram
- Physical requirements:
 - Ability to lift up to 25 lbs/12 kg – moving and putting up our tent, transporting tools, supplies, tool kits – usually with assistance but sometimes on your own
 - Sometimes, stewardship work parties may require walking 1 to 2 km to a worksite
 - Work sites may be accessed both on and off trails, sometimes on uneven ground and in overgrown areas
 - This job may take place in inclement weather, with exposure to heat, cold, precipitation as well as pollen and dust (and mosquitos)
- Excellent verbal, written and interpersonal communication skills
- Experience in working with a non-profit Board of Directors
- Interest in parks, park stewardship and the outdoors and sharing knowledge with volunteers and public
- Flexibility – ability to work part-time with hours including weekends – most often on **Sundays** and some evenings; and be able to effectively alter plans when weather or situations dictate

Requirements:

- Legally entitled to work in British Columbia

- Passed a Criminal Record Check – *this role will be interacting with children so while working within the Metro Vancouver Regional Park (MVRP) system, it will require a Vulnerable Sector Check. If you have had one conducted for a similar role in the same calendar year and that other organisation allows you to use it, MVRP may accept it.*
- Level 1 First Aid Training
- Regular access to a vehicle and a cell phone for use during events and activities. Work parties and events take place both in Burnaby Lake Regional Park and in the community and will require the Coordinator to bring display materials, snacks, tools, etc. to work sites or events that are not easily accessible by transit. They will also need to go purchase supplies as needed.

Assets:

- Knowledge or experience in ecological restoration or environmental biology
- Life-long learner open to new ideas
- Experience with the BC Societies Act
- Second language
- Videography skills and eye for design

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The coordinator:

- Will provide their own work space
- Must have access to a computer with internet capabilities
- Will be provided with access to information at Metro Vancouver offices as necessary
- Will be required to work both from home and at various programs and events within Burnaby Lake Regional Park and at offsite locations

Hours of work and remuneration:

- The coordinator will work an average of 30-50 hours per month including weekends and some evenings as necessary
- There are a number of fixed hours and dates per month as driven by the BLPA calendar of activities; hours may fluctuate seasonally
- The contract carries with it no commitment to continue services beyond the specified term
- The contract is funding and performance dependent and will be reviewed for renewal on an annual basis
- Compensation: \$22 – 30/hour depending on experience
- Reimbursed for approved expenses and on a per kilometer basis at the Canada Revenue Agency allowance rate for approved travel

Contract start date: TBD

Contract end date: Probationary period – approximately 60-90 days. After successful completion, contract extended to December 31, 2025 – with possibility of renewal for the next year.

BENEFITS:

- Opportunities to work with key stakeholders in Burnaby and Metro Vancouver, including elected officials, government staff, media, non-profit community based organisations, along with businesses and participants from the broader community
- Being part of a passionate community who help shape the future of Burnaby Lake Regional Park
- Learn from the expertise of Metro Vancouver Regional Parks staff as they provide guidance on stewardship projects, as well as participate in different skill building workshops

CONTRACTOR DEFINITION:

The contractor will be paid an hourly rate for services rendered. Government deductions are not withheld. The coordinator does not receive vacation pay, cost of living allowance, performance bonus or extended health and dental benefits.

We encourage everyone interested to apply, including Black, Indigenous, racialized and disabled people, and members of the queer and LGBTQ2SA+ communities.

Thank you so much for your interest! Questions? Ready to apply? Please submit your cover letter with résumé **in one file** (PDF, Word or Docs document) telling us why you think you would be a great addition to our team to the BLPA's A/Chair, Irene Lau by **Sunday, January 31, 2025**: blpairene@gmail.com (updated email address).

Any submissions received after the deadline may be kept for future considerations or opportunities. Candidates who previously submitted applications are welcome to re-apply. This posting will be open until we find the right candidate to join our team.