



BACK TO THE SEA

Volunteer Coordinator

Location: Dartmouth (Punamu'kwati'jk), Nova Scotia (Mi'kma'ki)

Position Status: Temporary, 15 weeks [Start date in May 2023]

Hours: Full-time [35 hours per week]

Wage: \$16.30/hour

Who can apply: Applicants must be legally entitled to work in Canada in accordance with provincial legislation and regulations. This position is funding dependent

Application Deadline: April 16, 2023 at Midnight.

The Back to the Sea Society is a charity dedicated to sparking curiosity for local marine life and inspiring a desire to protect our ocean. We run a variety of ocean based educational programs, including the Back to the Sea Centre, a small marine interpretive centre located in Dartmouth. The Back to the Sea Centre fits into Back to the Sea's larger vision of opening a permanent collect-hold-and-release aquarium in Dartmouth (Punamu'kwati'jk). We are looking for an enthusiastic, curious and knowledgeable person who has a strong interest in ocean conservation to join our team and help advance our mission.

Summary of Position

Reporting to the Program Manager, the Volunteer Coordinator will be responsible for the recruitment, training and supervision of the volunteers, ensuring that they are provided with a fun and rewarding experience. A large portion of the position also involves acting as a Scientific Interpreter, leading a variety of educational initiatives and programs at the Back to the Sea Centre. The successful candidate needs to have knowledge of local intertidal and subtidal species and post-secondary education in sciences (biology, environmental, marine biology, oceanography), aquaculture, fisheries and oceans management, veterinary or other related education. Previous experience leading programs for children, a valid driver's license and spoken French are an asset. Candidate must be comfortable handling live marine invertebrates and capable of having their hands submerged in water that contains shellfish. This position involves a combination of on-site work and working from home.

Duties and Responsibilities

Volunteer Coordination

- Recruit qualified and professional volunteers to help with the needs of the Society
- Maintain professional and prompt communication with all current and potential future volunteers
- Deliver the orientation and training to volunteers (in person or online), in collaboration with the Program Manager
- Establishing a volunteer schedule and ensure that the gaps in the schedule are always met
- Ensure volunteers know their rights and responsibilities
- Ensure staff know their roles with respect to volunteer supervision and support
- Organize a volunteer recognition event for the end of the season
- Manage risks and ensure participant safety

Science Interpretation

- Deliver scientific interpretive programs for a wide range of audiences at the Back to the Sea Centre, including the general public, youth groups and persons with disabilities
- Welcome visitors, provide necessary information and maintain a high level of guest satisfaction through energetic interactions
- Lead and participate in the evaluation of group programs
- Communicate animal handling protocols to guests
- Maintain appearance of building, information panels, hand-washing station, props and materials
- Perform duties associated with opening and closing the Back to the Sea Centre
- Assist with the admissions process and gift shop sales
- Contribute to social media posts when necessary

Requirements/Qualifications

- Must be a Canadian citizen or legally entitled to work in Canada
- Minimum two years of education in sciences (biology, environmental science, marine biology, oceanography), aquaculture, fisheries and oceans management, veterinary or similar preferred
- Have an aptitude for safe work practices and the ability to multi-task in a busy work environment
- A positive attitude towards working productively as part of a team while responding to feedback
- Outstanding organization and time management skills
- At least one season of interpreter/informal educator experience
- Knowledge of local intertidal and subtidal Atlantic marine life
- Experience supervising staff and/or volunteers
- Excellent interpersonal communication skills
- Creative, assertive, flexible and proactive in problem solving
- A valid driver's license and access to a vehicle an asset
- Spoken French an asset
- Standard First Aid training an asset
- Will be required to complete a Vulnerability Sector Check

Working Conditions

While we are constantly adapting to the state of the pandemic, it is most likely that this position will require a mix of working from home and working on-site. Our team makes use of Slack, Google Drive and Zoom to ensure an organized and positive online working environment. We abide by a "Fun yet Professional" work culture and love to celebrate wins! The schedule varies week to week and the candidate must be available to work weekends, holidays and occasional evenings.

Physical Requirements

At the Back to the Sea Centre, this position requires standing for extended periods, having your hands in cold salt water on a daily basis and occasionally involves the lifting of heavy water buckets. It may also require walking along coastlines that may be somewhat rugged. The Back to the Sea Centre is wheelchair accessible and, should the chosen candidate have any disability that makes the standard nature of this position is not possible, we will work with them to ensure that this position is accessible to them. Candidate must be comfortable handling live marine animals and capable of having their hands submerged in water containing shellfish.

To apply, submit your cover letter, resume and two references in the form of a single pdf document to Laurel Dykun at info@backtothesea.ca. Applications must follow these guidelines or they will not be considered.

If you require any assistance with the application process, please contact us. Qualified applicants are welcome to send inquiries about the role to info@backtothesea.ca. While we will acknowledge the receipt of your application, only those selected for an interview will receive a second contact.

The deadline to apply is midnight on 16, 2023.

Back to the Sea is committed to Employment Equity. We encourage applicants from Indigenous People, Visible Minority Groups, Persons with Disabilities, people of the LGBTQ+ community and Women to occupy positions where they are underrepresented. It is the responsibility of every team member of Back to the Sea to embrace a culture that promotes diversity.