



BACK TO THE SEA

Volunteer Coordinator

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

Position Status: Temporary, 12-15 weeks

Hours: Full-time [35 hours per week]

Wage: \$16.50/hour

Application deadline: March 31st, 2024 at midnight

Who can apply: Priority will be given to students completing Co-op programs in a post-secondary institution.

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-scale marine interpretive centre located that abides by a collect-hold-and-release philosophy. 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, you will be responsible for the recruitment, training and supervision of the volunteers, ensuring that they are provided with a fun and rewarding experience. You will also be responsible for creating the volunteer schedule and tracking all volunteer activities in our CRM system. A large portion of the position also involves acting as a Science Communicator, 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. At least one season leading youth programs is required. 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.

Duties and Responsibilities

- Volunteer Coordination, which includes:
 - 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 senior staff

- 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
- May be asked to help with fundraising initiatives, including donor recognition, maintenance of the Donor Management System (Bloomerang), promotion of events, and other similar tasks
- 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
- Assist with animal care and aquaristing as needed (including water quality tests and feedings)
- 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

- Minimum one year 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
- Excellent interpersonal communication skills needed to converse with visitors and other organizations, however English does not need to be your first language
- Knowledge of local intertidal and subtidal Atlantic marine life
- Experience supervising staff and/or volunteers
- Creative, assertive, flexible and proactive in problem solving
- The following are considered assets:
 - Demonstrated interest in future employment in the environmental or clean sector

- A valid driver's license and access to a vehicle
- Spoken and written French
- Standard First Aid training
- Will be required to complete a Vulnerability Sector Check

Working Conditions

This position will require a mix of working from home and working on-site. Our team makes use of the Google suite (Chat, Meetings, and Drive) to ensure an organized and positive online working environment. Back to the Sea abides by a "Fun yet Professional" work culture and we love to celebrate wins! Candidate must be available to work weekends, holidays and occasional evenings.

Physical Requirements

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. Should the chosen candidate have any disability that makes the standard nature of this position 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.

Application Process

To apply, submit your cover letter, resume and two references in the form of a single pdf document to Magali Grégoire at backtotheseastaff@gmail.com. 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 backtothesea.info@gmail.com or call 902-817-2007. While we will acknowledge the receipt of your application, only those selected for an interview will receive a second contact.

Back to the Sea is committed to Employment Equity and strives to have a workforce that is representative of the diversity of this country. 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.

Back to the Sea works in the traditional lands of the Mi'kmaq.