



Job Posting: Volunteer Engagement Manager **Full-time position (37.5 hours/week)**

The Organization

The Shaw Centre for the Salish Sea's mission is to create experiences that engage people to learn about, explore and conserve the Salish Sea Bioregion – its wildlife, waters, land, culture, and people.

Connecting the public with the Salish Sea Bioregion and its ecosystems through engagement, knowledge and awareness, the Centre offers a fun, interactive and informative experience – welcoming over 75,000 visitors a year. It is a key tourist attraction and regionally significant destination as the only aquarium in Greater Victoria/Southern Vancouver Island, and Canada's only aquarium and cultural centre for the Salish Sea. The Centre combines live aquarium habitats holding over 160 species and marine mammal artifact displays, with a permanent Coast Salish art collection, as well as public and school learning programs and locally-focused Salish Sea Store.

Located on the breathtaking Sidney waterfront - on the traditional lands of the WSÁNEĆ Nations of the Coast Salish Indigenous peoples - the Shaw Centre for the Salish Sea opened in 2009. A unique non-profit organization, the Centre is self-sustaining relying on community support - most notably through dedicated volunteers (175) and staff (15); a key public funder in the Town of Sidney; as well as through admission fees, memberships, grants and donations.

The Opportunity

The Shaw Centre for the Salish Sea is seeking an inspirational and effective leader to fill the position of Volunteer Engagement Manager. The successful candidate will be responsible for recruiting, screening, training, scheduling, and managing the Salish Sea Centre's dynamic team of over 175 volunteers, ranging from middle school students to septuagenarians. He or she will work closely with all teams at the Centre and will report to the Deputy Director, Operations. The ideal candidate will have a strong background in management, volunteer administration, team-building and customer service, as well as experience working in the not-for-profit sector and a dedication to marine conservation and education.



The Shaw Centre for the Salish Sea is a not-for-profit organization that relies heavily on a broad base of volunteers and recognizes the importance of exemplary customer service. The Volunteer Engagement Manager will help to encourage community engagement throughout various departments of the Centre, enhance volunteer involvement and foster a cohesive team environment within the Centre. We are also looking for someone who has the following skills and abilities: To work independently as well as part of a team; to act as a role model for all volunteers and junior staff in delivering superior customer service; to maintain flexibility in specific tasks based on the happenings in the Centre on a given day; to organize large scale events such as volunteer appreciation nights and enrichment opportunities; to represent the Centre and our mission and values with the utmost integrity and professionalism, and a strong ability to network, including with community outreach groups and partners.

This role will include, but not be limited to, the following duties:

- Support and maintain consistent standards of practice in recruitment, screening, training, coordination, evaluation and retention of volunteers
- Develop and maintain a comprehensive volunteer training program, policies and procedures and set of expectations
- Punctual and accurate maintenance of volunteer information and data
- Work collaboratively with all teams in the Centre to ensure sufficient volunteer support for all programs 7-days a week, and special events (often evenings), and to support all departments within the Centre

The ideal candidate will hold the following qualifications:

- A university degree or other post-secondary education completed in volunteer management, not-for-profit management, environmental education, community relations; or a related field
- At least 2 years' experience working with volunteer programs and/or not-for profit organizations preferably in a field related to marine education or conservation
- A minimum of 3 years' experience organizing and coordinating volunteers and managing training or education programs
- CVA (Certification in Volunteer Administration), Volunteer Certificate Program or equal experience in the Volunteer Administration field



- Membership in AVRBC (Administrators of Volunteer Resources BC) and/or VMPC (Volunteer Management Professionals)
- An interest and passion for marine education and conservation and for protecting the Salish Sea Bioregion – its water, land, wildlife, culture and people.

The successful applicant must be available to work full time (37.5 hrs per week), including Saturdays OR Sundays, occasional evenings and holidays; must be legally able to work in Canada; and submit a successful criminal record check prior to starting employment.

The Centre offers a competitive salary (commensurate with experience), benefits, a team of dedicated colleagues and volunteers, a fun and dynamic workplace, and a spectacular waterfront location in beautiful Sidney-by-the-Sea on Vancouver Island, BC.

How to Apply

Please email your resume and cover letter to Deanna Mathewson, Acting Executive Director (deanna.mathewson@salishseacentre.org). **Applications must be received by 6 PM (PST) on Sunday, April 22, 2018.** Early applications are encouraged as interviews may begin prior to the closing date. Only electronic applications will be accepted – in the format of a single PDF file and must include a covering letter and CV outlining how you meet the requirements listed above. Only short-listed candidates will be contacted.

The Shaw Centre for the Salish Sea is owned and operated by the New Marine Centre Society, a registered charitable society. Our mission is to create experiences that engage people to learn about, explore and conserve the Salish Sea Bioregion – its wildlife, waters, land, culture, and people.