



Organization: Bragg Creek Trails (BCT)

Position Description: Volunteer Coordinator

Reports to: Executive Director

Term and Hours of Work: Permanent Part-Time, Various hours based on 20 hours per week

Compensation: From \$20.00 per hour based on experience

Organization Overview:

The Bragg Creek Trails Association is a registered charitable organization with the purpose of building and maintaining a sustainable trails system for the enjoyment of all non-motorized trail users in both Rocky View County in the Greater Bragg Creek Community, as well as the West Bragg Creek area of Kananaskis Country. A passionate Board of Directors, volunteer base and staff contribute to making Bragg Creek Trails a great place 'for all, outside, in every season'.

Position Overview:

The Volunteer Coordinator is responsible for the creation and execution of the Bragg Creek Trails Volunteerism Strategy which is intended to increase recruitment, training, tracking, retention and recognition of volunteers for the Bragg Creek Trails Organization.

Job Responsibilities:

- a. A strong volunteer management strategy to create a positive volunteer experience.
- b. Develop and recommend a management policy related to volunteerism to the BCT Board.
- c. Manage the volunteer management system to best support volunteerism, communicating daily/weekly via email what event opportunities are available for volunteers to sign up
- d. Ensure the various volunteer job descriptions, criteria and expectations are documented and clearly defined.
- e. Work with the Communications Coordinator to recruit new volunteers through communications strategies, social media, word of mouth, relationships, events, etc.
- f. Support the diverse opportunities for volunteerism within BCT for a diverse user base.
- g. Recommend incentive policies for volunteerism and rewards programs.
- h. Mentor and support volunteers in their learning and engagement.
- i. Recognition of volunteers including events, rewards and acknowledgement.
- j. Make recommendations to the finance committee on volunteer-related budgets including training and recognition.

**For all, outside,
every season.**

**Box 1379 Bragg Creek
Alberta T0L0K0**

**info@
braggcreektrails.org**

- k. Report to the Board on volunteerism activities of the organization.
- l. Review and update necessary policies and procedures relating to the COR Certification including alerting volunteers to upcoming expiry of equipment usage certificates.
- m. Perform other duties and responsibilities as delegated by the Executive Director, Operations Manager and the BCT Board.
- n. Work with other volunteer organizations to coordinate efforts.
- o. Foster relationships with corporations, businesses, and service clubs. Encourage or reward volunteerism amongst their members or staff.
- p. Promotes our Health and Safety Program ensuring all volunteers are aware of our safety expectations

Operational Duties:

- Help new Volunteers to complete all the required steps before being approved to sign up for any volunteering opportunities.
- Collaborate with the Operations Manager and/or Volunteer Crew Leaders, review project(s) and determine requirements of volunteers (number needed, skill type, etc.), set up a workday in the volunteer management system and monitor for appropriate signups. Advise the Operations Manager (or Crew Lead) of workday status regarding volunteer signups and any staffing issues.
- Assist Operations Manager with volunteer administration such as Volunteer Agreement execution, filing of required documents and ensuring compliance.
- Regularly attend, as time and duties permit, various volunteer events to gain understanding of volunteer requirements, duties etc.

Skills and Experience:

- Strong leadership skills with good verbal and written communication skills
- Proficiency in Volunteer Management software (such as Better Impact) and Microsoft Office Suite would be an asset.
- Well-developed time management, project management and organizational skills.
- Experience in administering employee Occupational Health and Safety programs would be an asset.
- Experience with policies and procedures relating to the COR Certification would be an asset.
- Motivated, ambitious and able to work independently

**Submit your resume and cover letter to
executivedirector@braggcreektrails.org**