



## **NATURE CLUB COORDINATOR**

NatureKids BC is looking for a new addition to the team to fill our Nature Club Coordinator position.

### **About NatureKids BC:**

NatureKids BC (NKBC) is a registered charity that helps children aged 5-12 get outdoors to explore, play, learn about and take action for nature. We do this through an award-winning network of 25 family nature clubs that extends across British Columbia and through opportunities to engage in citizen science initiatives and environmental stewardship activities. Together with our volunteer nature club leaders, nature mentors and supporters, we share a vision of working together to help children develop a love of nature and a lifelong connection to the natural world.

### **Job Description:**

For this role we are seeking an innovative and results-oriented community engagement professional who is passionate about our mission to connect children and their families to nature. The ideal candidate is excited at the prospect of understanding and building out NatureKids' community, particularly volunteer leaders – past, present and future.

### **Part – time leadership role:**

\$25/hour, 3-4 days/week

Location: Home-based in British Columbia

Reports to: Executive Director

Start Date: Mid-January 2026

### **You Are:**

- A lover of details with a knack for organizing yourself and others and excellent time management skills
- Passionate about volunteerism and bringing out the best talents that each contributor has to share
- A responsive relationship builder and clear communicator, building an exceptional volunteer journey
- A collaborative team player and leader that works well independently within a distributed leadership model
- Thrilled to be contributing to a community purpose and mission-driven organization

**You Will:**

- Create an inclusive volunteer community culture through your interactions
- Lift off from our current practices with a spirit of continuous improvement and listening to the needs of the contributing volunteers
- Maintain foundational volunteer stewardship systems and databases (Keela)
- Craft compelling messaging for internal communications and volunteer e-newsletters
- Create and source resources for volunteers to support explorer day activities

**Role Deliverables:**

- Coordinate the nature club program according to goals and strategies set by the strategic plan;
- Coordinate and develop training, resources and schedule of regular updates for volunteers (eg. volunteer manual, e-communications, outreach and promotional tools, volunteer conferences/webinars);
- Support the creation of guidelines and risk management systems for the program;
- Coordinate the annual and continuous compilation of impact measures and key performance indicators from nature club volunteers for use in NatureKids BC publications and reports;

**Volunteer management:**

- Recruit, train and mentor volunteer leaders;
- Create and implement mechanisms for maintaining two-way communications with leaders (new and long-standing) to ensure they feel well supported and have an opportunity to provide feedback;
- Connect leaders with local supports and potential nature mentors for the delivery of Explorer Days (outdoor monthly field trips);
- Acknowledge and celebrate volunteers (long service, National Volunteer Week, special efforts);
- Develop coordination and collaboration between leaders.

**Citizen science, stewardship and education initiatives:**

- Help promote stewardship and citizens science opportunities through Explorer Day activities and province wide initiatives, and encourage nature club leaders to take on projects for their clubs; record impacts;
- Track nature club grants, and build capacity of nature clubs to take on stewardship activities
- Promote participation by NatureKids club members in stewardship projects offered by partners.
- Support the facilitation of Virtual Explorer Days

### **Relationship Building & communications.**

- Contribute to NKBC's communications vehicles, including website, social media and e-news to build awareness of NatureKids BC (including highlighting achievements of NatureKids volunteer & members);
- Contribute to Board reports, funder reports and other stakeholder communications.
- Build and foster relationships with community organisations that support volunteers and nature clubs
- Collaborate and offer light supervisory support to potential summer students
- Support intergenerational knowledge sharing with a sensitive and open frame of mind

### **Qualifications**

- Post secondary education in a related field or minimum of 2 years relevant experience.
- Well organized, able to work independently, efficiently, accurately and comfortable with working in a virtual environment
- An interest in parks and nature; Enthusiasm for kids and families' access to nature
- Good communication skills and experience with communications planning, internal organizational reporting and analysis
- Able to occasionally work evenings and weekends
- Able to establish and maintain careful organization of work tasks; and
- Well experienced with computer programs, including google suite, Microsoft Word
- Legally entitled to work in Canada

**Application Deadline:** Thursday, December 18. Applicants will be contacted as applications are received.

**Projected Start Date:** Mid-January, 2026

**How to contact us:** Please direct your application to Rebecca Clapperton Law  
executivedirector@naturekidsbc.ca.

NatureKids BC is committed to diversity and encourages applications from equity-seeking groups.

We thank all candidates for their interest. Only those selected for an interview will be notified. Applications will be reviewed as they arrive. We're looking forward to meeting you!