

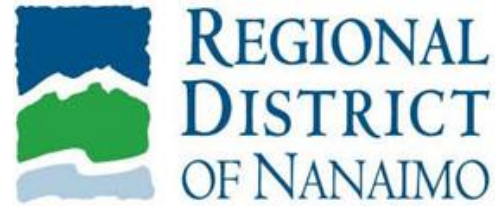
EMPLOYMENT OPPORTUNITY

Parks Volunteer and Outreach Coordinator

Permanent Full-Time | External

Parks Services

Competition No.: 2026-1114



APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2026-1114 in the subject line of your email to ensure proper processing.**

***Applications will be accepted until:
4:00 pm, on October 19, 2026***

Date Posted: October 5, 2026

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

ELIGIBILITY LIST

This competition may establish an Eligibility List for the Parks Volunteer and Outreach Coordinator position. The list may be used to fill future PFT Parks Volunteer and Outreach Coordinator vacancies within Parks Services. For more information about eligibility lists, see Letter of Understanding #15.

CRIMINAL RECORD CHECK

A satisfactory Criminal Record Check including a Vulnerable Sector Check is a condition of employment with the Regional District of Nanaimo.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Parks Volunteer and Outreach Coordinator in the Parks Services department.

The Parks Volunteer and Outreach Coordinator contributes to the effective operation of the Regional District's community and regional park and trail system. This position focuses on developing, implementing, and coordinating a parks and trails volunteer program while supporting volunteer-led stewardship programs and projects. This position also supports the Recreation and Parks team in meeting departmental goals and objectives.

QUALIFICATIONS

Qualifications for this position include a degree in public administration, community development, recreation and health, recreation and tourism, ecology and ecosystem restoration, natural resource protection, environmental studies or other related field, as well as three (3) years' experience in supervising volunteers in a related field. An equivalent combination of education and experience may be considered.

This position is based in Parksville and travel throughout the RDN will be required. The successful candidate must have a valid Class 5 BC Driver's License and reliable vehicle.

SKILLS & ABILITIES

Ability to organize volunteer programs and events, including volunteer recruitment, motivation, retention, training and compliance. Sound understanding of designing and implementing stewardship, education, and outreach programs. Demonstrated ability in developing and managing volunteer programs, projects, and community outreach.

POSITION DETAILS

This is a permanent full-time (40 hours per week) Union position. The (2026) rate of pay is \$42.09 to \$44.30. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.



www.rdn.bc.ca



rdncareers@rdn.bc.ca

Parks Volunteer and Outreach Coordinator

Recreation and Parks Services

Pay Band 11 / Schedule A

Job Summary

The Parks Volunteer and Outreach Coordinator contributes to the effective operation of the Regional District's community and regional park and trail system. This position focuses on developing, implementing, and coordinating a parks and trails volunteer program while supporting volunteer-led stewardship programs and projects. This position also supports the Recreation and Parks team in meeting departmental goals and objectives.

Primary Duties and Responsibilities

- Supports the development, implementation, and coordination of a Parks and Trails volunteer program to support volunteer-led stewardship programs, projects, restoration, events, and outreach.
- Supports the development of policies and procedures for the volunteer program.
- Hosts and organizes volunteer events and provides direction and training to volunteers, ensuring compliance with WSBC safe work regulations and other safety programs.
- Supports the implementation of goals and actions from various park planning documents and strategies, including the Parks and Trails strategy and Parks Biodiversity Plan, focusing on invasive species management, habitat restoration, and the enrichment of parkland environments.
- Supports the Parks Natural Areas Operations Coordinator in tasks related to volunteerism, restoration, outreach, and stewardship.
- Prepares grant proposals related to natural area restoration initiatives, expanding work in regional and community parks through additional funding sources.
- Develops and delivers education programs, advertising campaigns, and social media content.
- Coordinates and attends local outreach events to improve education and awareness of RDN Parks and Trails.
- Responds to public, volunteer, and staff concerns regarding stewardship activities and natural areas management, through site visits and necessary remedial action and escalates as required.
- Performs a variety of administrative tasks, including report preparation, information tracking, volunteer administration, and record keeping.
- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Performs other related duties as required.



Job Description

Job Qualifications

Education/Experience

- Degree in public administration, community development, ecology and ecosystem restoration, natural resource protection, environmental studies, recreation and health, recreation and tourism, or other related field.
- 3 years of experience in supervising volunteers in a related field.
- Current first aid and CPR certification.
- Valid Class 5 BC Driver's License.
- An equivalent combination of education and experience may be considered.

Skills/Abilities

- Ability to organize volunteer programs and events, including volunteer recruitment, motivation, retention, training, and compliance.
- Knowledge and understanding of Microsoft Office, social media, and other software including volunteer or file management database software.
- Solid understanding of local government park systems.
- Demonstrated ability in developing and managing volunteer programs, projects, and community outreach.
- Sound understanding of designing and implementing stewardship, education, and outreach programs.
- Strong written communication skills for report writing, creating educational content and writing grants
- Strong verbal communication skills including public speaking.
- Skilled in conflict resolution and negotiation.
- Proficient in administrative tasks such as record keeping.
- Proficient in using social/digital media platforms and engagement tools in a professional setting, including developing content, conducting surveys, facilitating education campaigns, and receiving feedback from the community.
- Experience in identifying funding opportunities, writing grant proposals, and managing grant-funded projects.
- Ability to work outdoors and perform tasks without direct supervision.
- Ability to perform physical work such as walking extended distances, kneeling, bending, pushing/pulling, reaching, lifting, and carrying.
- Proficient in word processing, spreadsheets, and various computer and mobile applications, including desktop publishing or computer graphic software packages.
- Working knowledge of WHMIS and WSBC safe work regulations.

Reporting Relationship

Reports to: Superintendent, Parks Planning and Development