

Membership/Volunteer Coordinator

The Membership/Volunteer Coordinator shall be responsible for the coordination of member services between the Club and the Bruce Trail Conservancy.

Duties include:

- Maintain a current listing of members & volunteers of the Club
- Maintain the Club's email list for all electronic correspondence
- Lead volunteer recruitment efforts
- Coordinate annual volunteer awards & volunteer appreciation activities
- Support the organizers of work parties, outreach events & other club activities with volunteer coordination
- Distribute membership pamphlets to local libraries, kiosks
- Liaise with PR to organize specific events to attract new members (e.g. BT day, Balls Falls Thanksgiving Festival).
- Attend monthly NBTC Board meetings, provide a summary membership report at monthly board meetings & at the Annual General Meeting
- Be responsible for such duties as may be assigned to him or her by the Club.

Required skills:

- Familiarity with excel spreadsheets
- Excellent verbal & written communication skills
- Previous experience with event planning, recruitment &/or working with volunteers would be an asset but not required.