

Volunteer Services Lead

“2026 Salute to the Sockeye Festival” - Paid Limited Contract

The “**Salute to the Sockeye Festival**” will be held from October 9-25, 2026. The “Salute to the Sockeye Festival” celebrates the Indigenous cultural history of the salmon and how important the sockeye salmon are to our environment. This festival is held in the Tsútswecw Provincial Park along the shores of the Adams River.

Working as a **Volunteer Services Lead**, you will manage all elements of **volunteering** on behalf of the Adams River Salmon Society to ensure that when visitors and residents visit the site of the “Salute to the Sockeye Festival” they experience a warm welcome and learn about the journey of the salmon. The **role** involves assessing and meeting the organization's needs through the recruitment, placement, and retention of **volunteers**. This position reports directly to the Executive Director of the Adams River Salmon Society. The successful candidate will be required to work remotely and on site leading up to and during the event.

Requirements

- Experience in working with an event or organization that works effectively with volunteers.
- Experience in volunteering locally and/or internationally.
- Experience in recruiting volunteers through various communication channels.
- Access to a reliable vehicle.
- Proficient knowledge and use of Google Drive, Docs, Sheets and Excel. Volunteer management software proficiency is an asset i.e., VolunteerMark
- Ability to communicate effectively with diverse people.
- Excellent organizational and team coordination abilities.

The key to the volunteer services lead is the ability to work under pressure and in an ever-changing environment with a diverse group of people and ensure they are placed on the appropriate task in relation to their skills and interest. Empathy, interpersonal skills, and the ability to seize opportunities and think creatively are important for success in this role.

You will manage volunteers and their relationships with those they encounter, including employees and board members of The Adams River Salmon Society, partnering organizations, and the public. You will also monitor, evaluate, and encourage volunteers.

Responsibilities

Planning of the Salute

- Source and recruit volunteers through various marketing & event opportunities (databases, e-mail, social media etc.). Explore sourcing of international students for volunteers. Promote “How to

Volunteer for the “Salute to the Sockeye Festival” through recruitment and publicity strategies and campaigns.

- Collect, organize and draw upon information on the availability and skills of all volunteers.
- Recruit and interview volunteers to ensure they are appropriately matched and trained for a position. Arrange for appropriate training and orientation for all volunteers.
- Assign responsibilities to volunteers for special events during the Salute and keep detailed records of volunteers’ information and assignments.
- Ensure each volunteer accepted has submitted a recent, within the last 12months, Criminal and Vulnerable Youth record check.
- Ensure the purpose of the society and salute festival and its actions are clearly communicated to volunteers.
- Create awareness of the role and the function of volunteers for all organizations, festival partners, the TARSS Board, vendors, and contractors during the Salute.
- Attend the TARSS Salute Committee Meetings and prepare reports for the TARSS Board meetings, monthly.
- Manage budgets and resources, including the reimbursement of expenses.
- Maintain volunteer databases and complete any other administrative duties as required for this position.

Onsite during the “Salute to the Sockeye Festival”

- Ensure that volunteer schedules for everyday activities are created for volunteer time during the Salute event.
- Disseminate information for upcoming actions and events.
- Monitor, support, motivate and recognize volunteers and the work that they are doing.

Post Event Support “Salute to the Sockeye Festival”

- Ensure all documents are stored in the Google Drive for future events. This includes criminal record checks, roles & responsibilities and schedules.
- Provide a written report to the Executive Director for inclusion in the Final report.
- Develop and execute a post event survey to all volunteers.

Hours of Work

This position will be as follows:

April 10-August 31, 2026- up to 10 hours per week, remote location with monthly meetings with planning committee.

September 1-30 - up to 25 hours a per week, remote location and at Tsútswecw Provincial Park as needed.

October -November 2026

- October 1-7 - 35 hours per week in set up and scheduling, onsite at Tsútswecw Provincial Park
- October 8-26 - Salute Festival Open Days -onsite at Tsútswecw Provincial Park during opening hours, 830am-430pm. Estimate 9 hours per day with minimum 2 days off during the Festival.

- October 27-31 - 35 hours per week in clean up, event survey and post event reporting. Onsite at Tsútswecw Provincial Park as needed.
- November 15 - final reporting due.

Wages: Contract Compensation

This will be an employment contract, and the Society will pay \$27-30/hour, depending on experience, for tasks completed after the start date of April 10, 2026. Monthly invoices are to be submitted on the 1st of each month. All invoices will be paid by either direct deposit or cheque within 10 days.

All travel costs to and from the Tsútswecw Provincial Park site, and general supplies required for performance of duties, are included in the hourly wage. Expenses will be only paid only with express consent of the Executive Director or Treasurer and with the submission of all receipts. These include expenses for materials or other travel requirements. No additional expenses will be reimbursed without express consent from the Treasurer of the Adams River Salmon Society Board. Any expense above \$200.00 shall be made only with the Executive Director and the TARSS Treasurer approval.

All expenses related to employment shall be the responsibility of the Volunteer Coordinator.

HOW TO APPLY: Applications will be accepted by email to Michelle Comeau, Executive Director, The Adams River Salmon Society at executivedirector@salmonsociety.com. Please submit a resume and cover letter.

The Adams River Salmon Society would like to thank all applicants in advance for their interest; however, only short-listed candidates will be contacted.

APPLICATION DEADLINE: March 25, 2026

