



Soil Sale Coordinator

Volunteer Position Description

Organizational profile

Vancouver Botanical Gardens Association, a registered charitable organization, delivers educational programs and Garden projects at VanDusen Botanical Garden, a 55-acre botanical garden and Bloedel Conservatory, a domed, lush tropical rainforest paradise in the heart of Vancouver. As Vancouver's 'green heart,' we help to protect the globe's biodiversity while acting as an oasis of calm in a busy city, providing a place for people to connect with nature and find peace in a world of plants and beauty.

Purpose:

The Soil Sale Coordinator oversees the planning, sales, event execution and post event debrief for the twice annual VanDusen Compost, Topsoil and Manure Sale. The spring (final Sat. of Feb. or first Sat. of Mar.) and fall (last Sat. in Sept) events fundraise \$20,000 – 30,000 annually.

Responsibilities:

- Directing and supervising volunteers.
- Event promotions reaching internal channels, past customers and external avenues.
- Order product, coordinate delivery and ensure all materials are arranged.
- Oversee the cash handling and ensure accurate records are maintained.
- Onsite event days, providing direction to day of event volunteers and overseeing the event flow.

Skills, Attitudes, Knowledge Required:

- Computer skills including Word, Excel, familiarity with databases and websites
- Excellent organizational, communication and project management skills; ability to multi-task and detail oriented
- Previous experience in marketing and project coordination is an asset

Training and Orientation:

- Orientation to VanDusen Garden and the roles volunteers play at the VBGA
- Role specific training as you job shadow the outgoing Soil Sale Project Manager

Time Commitment: Work can be done remotely with the exception of being onsite for the events (including pre-sale days). The time commitment will increase as the events approach; approximately 5 hours/month 3-4 months prior to the event, 10 hours per/month 2 months prior to the event and 25 hours for the month of the event which includes being onsite for the event day.

Supervisory Relationships/liaison: Candidate will be supervised by the Director, Volunteer Engagement, and liaise with the Soil Sale Co-Coordinator and Plant Sale Chair.

Authority/Decision Making: Must be comfortable making decisions and problem solving with minimal supervision.

Volunteer Benefits:

- Further develop skills leading teams of volunteers
- Enhance administrative, organizational, and project management skills
- Contribute your time and talents in an impactful way for a well-respected charity
- Reference letter

To Apply: Please email your resume and cover letter to Heidi Jakob at hjakop@vandusen.org

Application Deadline: August 7, 2017