



# Vancouver Avian Research Centre

Research - Conservation - Education

## MAINTENANCE COORDINATOR



**LOCATION:** ʔéxətəm (tla-hut-um) Regional Park (Formerly known as Colony Farm Regional Park), Coquitlam, VARC Outdoor Research Station

### SHORT DESCRIPTION:

Maintenance Coordinator needed, 1 to 2 hours a week to organize various maintenance work conducted by volunteers and students at the bird banding station. This would include ensuring that the trail and net lane mowing and clearing is done and that all equipment is in working order.

### FULL DESCRIPTION:

If you love light manual labor and being surrounded by nature in a beautiful setting, then this may be the volunteer position for you! VARC is currently seeking a responsible, reliable volunteer who can spend 1 to 2 hours a week coordinating the landscaping and maintenance work conducted by our volunteers and students at the bird banding research station.

As this is strictly a volunteer role, there will be no monetary compensation however, VARC will provide all training, materials and tools required.

### RESPONSIBILITIES OF ROLE:

The Maintenance Coordinator will be able to set their own schedule and will work with our team of volunteers and students to ensure that the trails and net lanes are maintained on a weekly basis so that VARC can perform banding & monitoring research operations from April to November. It also requires that you ensure all equipment is in working order and either coordinate a volunteer to fix broken equipment or bring in an outside party. Successful candidates will be responsible for the following:

- Visiting station once a week from April through to November.
- Securing entry/exit to grounds by boom gate and lock to keep pedestrians and VARC equipment safe.
- Responsible for care, upkeep and security of landscaping equipment kept under lock and key on grounds.
- Informing VARC of any issues or needs with equipment or property.
- Supervising volunteers and students to keep trails and pathways clear and mowed.

- Supervising volunteers and students to perform equipment maintenance or arrange for a third party. (If a third party must be brought in then you would need to attend the site.)
- Stocking outhouse with toilet paper and hand sanitizer.
- Winterize equipment and arranging for removal from the site over winter if needed.
- Assisting VARC's board with research into additional equipment needs as required.

**SKILLS/REQUIREMENTS:**

Successful candidates should have the following skills and requirements:

- Great people skills to supervise VARC's amazing volunteers and students!
- Great organizational skills.
- Be physically able to perform light landscaping labour as required.
- Have access to own vehicle.
- Enjoy working in a team environment with volunteers and students.
- Be bear safe/aware (we can provide training if you do not have).
- Have experience and knowledge working with equipment such as lawn mowers, leaf blowers and brush cutters/gardening tools.
- Be responsible and extremely reliable.

**If volunteering interests you, please complete the volunteer sign-up form on the previous page, indicating the areas you are interested in – Thankyou!**

