

Annual Community Yoga Retreat (ACYR) - Volunteer Coordinator

Who we are:

We are a non-profit educational and spiritual retreat centre dedicated to teaching the core principles of yoga which embody peace, resilience, and belonging. Founded in 1981 by venerated master yogi Baba Hari Dass from India — the Salt Spring Centre of Yoga is the west coast of Canada's longest running spiritual and wellness retreat centre. Many people experience transformation while being a part of the pristine Centre land nestled in the heart of Salt Spring Island. There are elders around the land who have wisdom to share and overall, we strive to have a peaceful work environment where you are supported to bring your best and whole self. The ACYR Volunteer Coordinator will be working alongside people who are committed to exploring community, spiritual practice, and selfless service.

Volunteer Coordinator Role

Who we are looking for:

The ideal Volunteer Coordinator is a creative and driven team player who has exceptional organizational skills. We're looking for an effective communicator and who has an incredible ability to adapt, and problem solve. If this sounds interesting to you, please continue reading and visit our website - <https://www.saltspringcentre.com/>.

Key Responsibilities

The Volunteer Coordinator works to recruit and organize volunteers for a variety of areas for the Centre's Annual Community Yoga Retreat that runs from Thursday, July 28 to Monday, August 1, 2022 in-person at the Salt Spring Centre of Yoga on Salt Spring Island, B.C. The Volunteer Coordinator will be a key contributor to the Event Planning Team. They will create volunteer schedules to ensure that the event runs smoothly. They may also be responsible for providing high school or college-aged Volunteers with verification documents so that they can receive credit for their volunteer hours.

Other responsibilities will include:

Recruiting

- Gather and review volunteer applications and assign to relevant work area.
- Extend volunteer offers.
- Ensure all documentation is complete and handed over to Admin Manager.

Reference Checks

- This position may complete reference checks for some positions.

Scheduling

- Work with work areas including Activity Team Leads, First Aid, Kitchen, Housekeeping and Onsite Set-up Coordinator, etc. to identify the number of volunteers needed and which shifts need to be staffed.

- Input team needs into automated scheduling software. Training provided.

Leadership

- Create a positive and encouraging environment that allows volunteers of various skill levels to contribute in a rewarding and meaningful way.
- Work with Committee to develop and implement volunteer recognition program.
- Act as the volunteer point of contact to ensure clear lines of communication and address any issues that may arise throughout the event.

Training/ Orientation

- Organize a general orientation (online or in-person) for new/ returning volunteers.
- Coordinate orientation schedules with work areas and team leads.
- Work with Staff to organize accommodation for volunteers staying on property.

Site Set Up

- Ensure that all volunteers have the equipment, props, or tools they need to complete their roles safely and effectively (First Aid Kits, water, etc.)
- Assist Community Director as needed.

Job Details:

Working Conditions:

- 10-15 hr/ week (May 1 – July 25). Work can be performed remotely up to July 26.
- Full-time, onsite (July 26 – August 1, 2022)

Compensation

- This is a volunteer position.
- Accommodation, lacto-vegetarian meals and event access are provided while onsite.

Temporary Accommodation Available

We have limited accommodation available for volunteers onsite. Please indicate in your cover letter if you will require accommodation. We kindly request that you commit to engaging with others in a positive way, keep a clean and sober environment (no alcohol or drugs on the property), and abide by the lacto-vegetarian guidelines while on property. Details about Centre Guidelines can be provided during the interview at your request.

To Apply: Please submit your application details to civi@saltspringcentre.com by Friday, April 22, 2022.