



Volunteer Opportunity

Event Coordinator

As an Event Coordinator, your role is to schedule TTLT events and coordinate event volunteers. Events may include nature reserve celebrations, TTLT's Annual General Meeting, fundraisers and much more. You will have the opportunity to brainstorm event ideas with the Staff Lead and Co-Lead, support Event Lead volunteers in preparing for events, coordinating event volunteers, and tracking and maintaining volunteer contributions. Our events are meant to be a fun way of engaging the public to create a connection with nature and nature protection.

Responsibilities

As an Event Coordinator, you will have the opportunity to participate in a range of tasks, including:

- Brainstorming event ideas with the Staff Lead and Co-Lead
- Coordinating all event volunteers
- Assisting in identifying venues, catering, rental companies, etc. for events
- Providing event information to the Communications Coordinator
- Collecting and maintaining volunteer data (e.g. names, hours volunteered, event attended, etc.)
- Reporting progress to the Staff Lead and/or Co-Lead

Time Commitment

We request volunteers commit to at least a year in this role. The time commitment is flexible but you can expect to commit between 5 and 20 hours per month in this role, depending on the number of events you wish to assist with.

Training

No training is required, but we encourage you to attend a volunteer orientation event (posted at www.thamestalbotlandtrust.ca/events_calendar).

Skills and Experience

No prior experience is needed, but the following may be helpful:

- Ability to meet deadlines, coordinate volunteers, and delegate tasks
- Excellent planning and organizational skills
- Strong written and oral communication skills
- Interest in nature or conservation efforts in southwestern Ontario

Other Requirements

Most of our nature reserves and some other event locations are remote and not accessible by public transport. Access to your own transportation would be an asset. If you do not have access to transportation, please still get in touch. We may be able to facilitate carpooling or other transportation options.

To Apply

Please fill out the volunteer application form and indicate “Event and ambassador volunteering” as an area of interest.