



Ottawa Outdoor Gear Library - Volunteer Coordinator

Apply before: June 10, 2022 at 5pm
Status: Contract - July 1 - Sept 3
Hours: Flexible hours - 30hrs/week
Compensation: \$18.60/hr
Location: Ottawa – unceded and unsundered Anishinaabe Algonquin territory

The Ottawa Outdoor Gear Library - Bibliotheque d'equipment de plein air d'Ottawa is committed to operating and integrating anti-racist and intersectional anti-discrimination practices in our workplace, our programming, and our team and partnerships.

Do you love the outdoors? Are you passionate about reducing barriers and supporting other people to benefit from opportunities to be outdoors as well? If so, this position may be for you!

About the Ottawa Outdoor Gear Library (OOGL/BEPO)

Join our team in supporting equity and access to the outdoors and to nature! The Ottawa Outdoor Gear Library is a dynamic and new initiative, actively supporting just and increased access to the outdoors.

OOGL's Mission: To respond to barriers experienced by racialized and marginalized communities through advocating for and facilitating just access to nature-based experiences, land-based programming, outdoor recreation and the associated mental and physical health benefits derived from being outside.

For more information about the Ottawa Outdoor Gear Library, please visit our website at www.ottawaoutdoorgearlibrary.com

About the role

With the supervisory support of the OOGL leadership team, as well as support from the Program Coordinator, Library Coordinator and volunteers, the Volunteer Coordinator will lead the recruitment of members and volunteers to support the operation of the Ottawa Outdoor Gear Library initiative.

As the Volunteer and membership Coordinator, you will:

- communicate with current and prospective members and volunteers
- schedule and support volunteer engagement
- promote the OOGL and loan outdoor equipment to individuals
- collaborate with partner community organizations to support efforts to increase outdoor participation for priority populations

- track and evaluate member and volunteer engagement and invite feedback from the community on the OOGL initiative and ensure we are meeting our goals
- adapt and adjust implementation plans as per this feedback and with respect to public health COVID-19 guidelines
- represent OOGL at various events
- support the Library and Program Coordinators where appropriate
- contribute to the ongoing improvement of OOGL programs and processes
- work to ensure access for priority populations and social justice organizations to OOGL programs and services;
- and perform other related duties as needed

This position requires working some evening and weekend hours.

This position is based at the Ottawa Outdoor Gear Library – 877A Boyd Ave., Ottawa

The majority of the hours are in-person and some hours will be working offsite and/or from home. As the position will be interacting with the public, the employee will be required to have received COVID-19 vaccinations.

Requirements of the position

Partial funding for this position is from Canada Summer Jobs, a federal program that supports youth who meet all of the following criteria:

- Between the ages of 15 and 30
- Legally entitled to work in Canada
- A Canadian citizen, permanent resident, or granted refugee status

Education and Experience

- Formal education is not a requirement for this position, however education and/or experience working in: the outdoors, recreation, environment, health promotion, social justice, community organizing, activism and communications that might be applied to the responsibilities of this position are very relevant.
- Experience leading and/or participating in outdoor activities, knowledge and use of various types of outdoor equipment, and/or lending library experience would be additional assets.

Knowledge required

- An understanding of the complexities of the barriers that exist that discourage participation and access to the outdoors by racialized and other marginalized populations. *Protecting nature is a racial justice issue. Equity and anti-racism are crucial to protecting nature.*

- Interest in and awareness of anti-racist and anti-oppression approaches to support, engage and communicate effectively and respectfully with diverse participants.
- An understanding of equity and intersectionality and how to apply this understanding to the responsibilities of the position.

Skills & Competencies

- Self-starter with excellent communication, interpersonal, team working, problem-solving and analytical skills
- Excellent judgment, time and priority management, and organizational skills
- High degree of professionalism, active listening, and sensitivity
- Experience, awareness and ability to connect with diverse communities
- Ability to interact comfortably and proactively with the public
- Ability to adapt and take on responsibilities related to new programs and services
- Motivated, passionate and able to take initiative and to respond and support where needed and appropriate
- Comfortable working independently and with a team of colleagues and volunteers
- High degree of comfort, familiarity and experience creating content and using social media, word processing software and other computer applications
- Previous experience with planning and promoting an event – for example: relationship-building, promotion, marketing, and communication of events/activities

Language and First Aid Requirements

While preference may be given to candidates fluent in both English and French, fluency in other languages are also valued, and are assets that will be considered for this position.

First Aid level C certification is considered an asset.

How to apply

At OOGL, we are committed to being a place of shared learning and collective growth. Please consider applying even if you do not meet 100% of the job/skills requirements.

If you are interested to be considered for this position, please send an email to ottawaoutdoorgearlibrary@gmail.com, with the job title “Volunteer Coordinator” in the subject line and an attached copy of your resumé the attention of the “OOGL Hiring Committee”, prior to the closing date of June 10th at 5pm.

In addition, please include a 1-page cover letter (250 words maximum) that briefly includes your responses to the following questions:

1. How do you spend time outdoors?
2. What interests and excites you most about this position?
3. How would your skills and experiences (personal and professional) translate into success in this position?
4. What does *just and equitable access to the outdoors* look like to you?

For more information please contact us at 613-796-8086 or by e-mail at ottawaoutdoorgearlibrary@gmail.com

OOGL is committed to employment equity. We are committed to a welcoming environment for all people. We encourage individuals from communities facing systemic barriers to apply. Racialized youth face unique barriers in developing experience and finding jobs in nature-related activities. The lack of racialized people working in conservation and nature organizations is a barrier to youth seeing themselves in those roles. We especially encourage applicants who self-identify as Black, Indigenous and Persons of Colour to apply. We understand identity through an intersectional lens and the systemic barriers that are additionally faced by LGBTQIA2S and people with disabilities, and welcome applications from all. You may choose to volunteer to be considered for employment equity in your application by identifying as part of one or many marginalized groups.

OOGL is committed to providing accommodations for applicants with disabilities during all parts of the hiring process, upon request. If contacted, please advise us if you require any accommodation.

At OOGL, we are a living wage employer. In November 2021, Ontario Living Wage Network set \$18.60 as the living wage in Ottawa. We are committed to pay transparency, and paying all staff above the current minimum living wage. In addition, salaries are non-negotiable. We are committed to combating inequity, bias, and pay disparity perpetuated by salary negotiation practices.

We thank everyone for their expression of interest—and are truly appreciative of the time individuals put into applying—but with the limitations of time only those selected for an interview will be contacted.

