

BC Insight Meditation Society Volunteer Coordinator Job Description

BC Insight Meditation Society (BCIMS) relies on volunteers to deliver non-residential, residential, and online retreats, as well as social and community events. With a current pool of over 60 volunteers, our volunteer engagement has created a community of volunteers whose work supports their own practice while connecting them with other practitioners.

The successful candidate will have substantial experience with the Buddha's teachings on mindfulness, wisdom, and compassion, bringing those into their work and relationships in community.

Scope of work:

- Recruit, orient, train, and retain a diverse pool of volunteers including but not limited to Retreat Managers, online retreat team volunteers, and in-person weekend retreat team volunteers
- Supervise and lead the volunteer teams
- Manage BetterImpact Volunteer software system – scheduling, communicating, and tracking and seeking feedback
- Organize regular events to welcome new volunteers and to recognize ongoing volunteers
- Liaise with the DEI Committee to engage the volunteer community in the practices and principles of Diversity Equity and Inclusion
- Provide limited support to BCIMS Committees with volunteer recruitment and supervision
- Attend Retreats and Events as needed

This position works closely with the BCIMS Retreat Director on planning, implementing, and sustaining the BCIMS Retreat Program.

Qualities, skills, and experience desired:

- Familiarity with volunteer management principles and practices, or have significant experience leading teams
- Strong consistent Buddhist practice, and substantial experience with in-person and online retreats
- Non-hierarchical problem solving and consensus-building
- Ability to work well with others
- comfort with working with dynamic teams and conditions
- Knowledge and experience working with diverse communities and DEI practice
- Experience working with non-profits or charitable organizations
- Initiative, flexibility, attention to detail

Location: The Volunteer Coordinator will work from home. There is a preference for the candidate to reside in the Lower Mainland.

Reporting to: Contact will be assigned by the Board of Directors

Employment: Contract position

Pay rate: \$25 per hour

Hours: up to 40 hours per month. The hours will be self-managed, working in partnership with other BCIMS colleagues. The contractor is available for evening and weekend work, and understands that retreat or activity schedules and locations may change.

Application and Deadline:

BCIMS is committed to the principles of Diversity, Equity, and Inclusion. We encourage candidates from diverse communities to apply, including BIPOC, LGBTQIA2S+, and differently abled communities

Resume and cover letter by email to hr@bcims.org

Deadline to receive applications: October 31, 2022

With heartfelt gratitude, BCIMS acknowledges we are based in what is now known as Vancouver, BC, the beautiful, traditional, and unceded lands of the Skwxwú7mesh (Squamish), xʷməθkwəy̓əm (Musqueam), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh) peoples, who live on and have stewarded this land for thousands of years.