



Volunteer Role Description

Membership Coordinator

Kamloops Search and Rescue (KSAR) is a volunteer search and rescue team with a wide variety of skills providing an important life-saving service to the public, 365 days a year, 24 hours a day.

Currently, KSAR is looking for a volunteer to manage our membership program.

Key Responsibilities:

- In partnership with the Recruiting Committee, determine expectations and recruit new members
- Conduct Member in Training (MIT) orientations, including attendance expectations, KSAR protocols, and available supports
- Oversee the training process of MITs, including advising the Board when someone reaches full membership status
- Monitor attendance of members and follow up with absentee members
- Provide recognition, appreciation and support to all members and MITs

Knowledge, Skills & Abilities:

- Strong team-building skills
- High degree of empathy
- Able to maintain the confidentiality of sensitive information and materials
- Pass a criminal record check
- Excellent communication and organizational skills
- Ability to work effectively both independently and as part of a team
- Experience working in a social impact organization is preferred

Location:

- This position is mostly remote, but will require attendance some in-person events

Time Commitment:

- Hours will be approximately 2 hours a week

Application Process:

- Please send an email expressing your interest and detailing how you fit the role to recruiting@ksar.ca