

CORE Program Coordinator



Role Details

Department:	Education and Volunteer Engagement	Start Date:	March 17, 2025
Reports to:	Director of Operations, Education, and Engagement	End Date:	Permanent

About the B.C. Wildlife Federation

The B.C. Wildlife Federation (BCWF) is British Columbia's leading conservation organization. As a province-wide, member-driven charitable organization, with over 43,000 members and more than 100 member clubs, our organization represents the interests of all British Columbians who aim to protect, enhance, and promote the wise use of the environment for the benefit of present and future generations.

Job Overview – CORE Program Coordinator

Reporting to the Director of Operations, Education, and Education, the CORE Program Coordinator, simply the CORE Coordinator, develops and manages the Conservation & Outdoor Recreation Education (CORE) program and supports other BCWF programs that relate to hunter education and recruitment.

The CORE Coordinator will work closely with the provincial government, BCWF members, and the public to ensure appropriate education regarding hunting safety, ethics, laws, regulations, and conservation. This role will be the key registrar for all participants of the CORE program, oversee CORE Examiners, and advise the BCWF CORE Committee. Therefore, the successful candidate will work with technology and related tools to streamline and offer users a clear and efficient way to complete CORE and various programs.

Core Responsibilities

Administration

- Oversee and administer the delivery of the CORE program, providing plans, implementation, and budgets.
- Review content of programs, research and propose changes to the Ministry of Forest, Land and Natural Resources.
- Develop and update policies, procedures, guidelines and references of CORE material and expectations of the program.
- Research and recommend opportunities for new and related programs to advance the goals and objectives of the Federation.
- Administer and connect with examiner and instructor network, including implementation of communications and learning tools to enhance the delivery of the CORE Program.
- Act as the Hunter Safety liaison to the Province of British Columbia as well as to other government and non-government hunter safety education and firearms training agencies.
- Coordinate and provide feedback to program-related volunteers.
- Develop procedures and recommend amendments to CORE graduate certificates, registration forms, and instructions for the written and practical examination.
- Correspond with CORE program graduates regarding their certification and other need-to-know information of the program.
- Provide support to the Director of Operations, Education, and Engagement and various committees.
- Provide support for other BCWF programs, as needed.

Core Responsibilities

Content and Facilitation

- Develop, implement and monitor the CORE Facilitator (i.e., Master CORE Examiners) program to attract competent and engaged examiners to teach CORE.
- Develop and produce examiner and instructor training and curriculum aids to support education.
- Follow up and review the performance of facilitators, instructors, and examiners to ensure they meet code of conduct and teaching standards.
- Provide feedback to facilitator, instructor or examiner of misconduct and provide support to mediate the error in content and judgement.
- Research and recommend content from other agencies to incorporate into the CORE program.

Requirements, Competencies, and Skills

Experience Requirements:

- 5+ years' administrative experience.
- 3+ years' experience coordinating and delivering educational programs, preferably within a non-profit organization or educational institution.
- Experience implementing technology to meet the growing demand of streamlining administration and communicating to clients.
- Post-secondary education in administration or related field.
- Current Hunter Education program knowledge and/or CORE graduate certificate is required.
- Possession and Acquisition Licence (PAL) and Restricted Possession and Acquisition (RPAL) preferred or willing to obtain licencing in both is essential.

Knowledge, Skills and Abilities:

- Strong personal alignment with BCWF's mission, goals and values. (Candidates are asked to review details on our website).
- Proficient in Microsoft Office Suite, including Access.
- Must have excellent written and verbal communication skills, including superior customer service attributes, a professional demeanor and a positive attitude.
- Must be extremely well organized, analytical, flexible and detail-oriented, with the ability to manage multiple priorities and meet tight deadlines.
- Must be a self-starter, capable of working within a dynamic, multi-faceted team environment.
- Must be able to keep strict confidentiality and sign an oath of confidentiality.
- Able to facilitate presentations and training to large groups of people.
- Must complete a Criminal Record check for working with youth and vulnerable adults upon hiring.

Position Terms

This is a full-time permanent position. This position allows for an in-office and work from home hybrid model, depending on business needs. The office is conveniently located close to Hwy 1 and the Golden Ears Bridge. Bus stops are also nearby. Standard hours of work are Monday to Friday, 8:00 a.m. – 4:00 p.m. This position will also require travel throughout the province. Due to the nature of this position, the suitable candidate would be located within the Lower Mainland or moving to the Lower Mainland by the start date. Occasional evenings, weekends and/or extended hours will be required to accommodate activities and events. **Compensation: \$50,000 - \$55,000 annual salary**