



## About the B.C. Wildlife Federation

For nearly 75 years, the B.C. Wildlife Federation (BCWF) has been at the forefront of wildlife conservation, habitat restoration, and outdoor education in British Columbia. Our mission is to protect, enhance, and promote the wise use of the environment to benefit present and future generations.

Our origins date back to the 1890s when volunteer conservationists established fish and game protective associations that formed the basis of some of our current member clubs. The BCWF membership is made up of 43,000 outdoor enthusiasts from ten regions of the province, who hunt, fish, camp, hike, and spend time outside with their families. There are one hundred BCWF-affiliated fish and game protective associations and rod and gun clubs, making up about 80 percent of the total membership. With this role, 2 volunteers will prepare mail packages for our memberships across the province and assist with front desk tasks.

## Event Details

Date: January 7 to May 29, 2026 (Wednesdays to Fridays) (weekend opportunities TBD)

Time: 9:00 AM - 2:00 PM

Location: [BCWF Office, 9706 188 St, Surrey, BC V4N 3M2](https://www.bcwf.bc.ca)

## Key Responsibilities

- Assemble mail packages, including printing and organizing membership materials, promotional items, and correspondence.
- Ensure all items are included and accurately labelled before sealing packages.
- Sort and prepare packages for mailing, following postal regulations and guidelines.
- General customer service tasks (i.e. answering phone calls, helping the front desk)
- Make outgoing phone calls to expired memberships
- Maintain an inventory of materials used and track the number of packages prepared.
- Work collaboratively with other volunteers and staff to meet deadlines and ensure efficient operations.

## Requirements

- Ability to follow instructions and work independently or as part of a team
- Be a minimum of 16 years old
- Have reliable transportation to and from the event location

## Available Shifts

Day of the Week	Date	Time
Wednesday	January 7, 2026	9:00 AM – 2:00 PM
Thursday	January 8, 2026	9:00 AM – 2:00 PM
Friday	January 9, 2026	9:00 AM – 2:00 PM
Wednesday	January 14, 2026	9:00 AM – 2:00 PM

Thursday	January 15, 2026	9:00 AM – 2:00 PM
Friday	January 16, 2026	9:00 AM – 2:00 PM
Wednesday	January 21, 2026	9:00 AM – 2:00 PM
Thursday	January 22, 2026	9:00 AM – 2:00 PM
Friday	January 23, 2026	9:00 AM – 2:00 PM
Wednesday	January 28, 2026	9:00 AM – 2:00 PM
Thursday	January 29, 2026	9:00 AM – 2:00 PM
Friday	January 30, 2026	9:00 AM – 2:00 PM
Wednesday	February 4, 2026	9:00 AM – 2:00 PM
Thursday	February 5, 2026	9:00 AM – 2:00 PM
Friday	February 6, 2026	9:00 AM – 2:00 PM
Wednesday	February 11, 2026	9:00 AM – 2:00 PM
Thursday	February 12, 2026	9:00 AM – 2:00 PM
Friday	February 13, 2026	9:00 AM – 2:00 PM
Wednesday	February 18, 2026	9:00 AM – 2:00 PM
Thursday	February 19, 2026	9:00 AM – 2:00 PM
Friday	February 20, 2026	9:00 AM – 2:00 PM
Wednesday	February 25, 2026	9:00 AM – 2:00 PM
Thursday	February 26, 2026	9:00 AM – 2:00 PM
Friday	February 27, 2026	9:00 AM – 2:00 PM
Wednesday	March 4, 2026	9:00 AM – 2:00 PM
Thursday	March 5, 2026	9:00 AM – 2:00 PM
Friday	March 6, 2026	9:00 AM – 2:00 PM
Wednesday	March 11, 2026	9:00 AM – 2:00 PM
Thursday	March 12, 2026	9:00 AM – 2:00 PM
Friday	March 13, 2026	9:00 AM – 2:00 PM
Wednesday	March 18, 2026	9:00 AM – 2:00 PM
Thursday	March 19, 2026	9:00 AM – 2:00 PM
Friday	March 20, 2026	9:00 AM – 2:00 PM
Wednesday	March 25, 2026	9:00 AM – 2:00 PM
Thursday	March 26, 2026	9:00 AM – 2:00 PM
Friday	March 27, 2026	9:00 AM – 2:00 PM
Wednesday	April 1, 2026	9:00 AM – 2:00 PM
Thursday	April 2, 2026	9:00 AM – 2:00 PM
Wednesday	April 8, 2026	9:00 AM – 2:00 PM
Thursday	April 9, 2026	9:00 AM – 2:00 PM
Friday	April 10, 2026	9:00 AM – 2:00 PM
Wednesday	April 15, 2026	9:00 AM – 2:00 PM
Thursday	April 16, 2026	9:00 AM – 2:00 PM
Friday	April 17, 2026	9:00 AM – 2:00 PM
Wednesday	April 22, 2026	9:00 AM – 2:00 PM
Thursday	April 23, 2026	9:00 AM – 2:00 PM
Friday	April 24, 2026	9:00 AM – 2:00 PM
Wednesday	April 29, 2026	9:00 AM – 2:00 PM
Thursday	April 30, 2026	9:00 AM – 2:00 PM
Friday	May 1, 2026	9:00 AM – 2:00 PM
Wednesday	May 6, 2026	9:00 AM – 2:00 PM
Thursday	May 7, 2026	9:00 AM – 2:00 PM
Friday	May 8, 2026	9:00 AM – 2:00 PM
Wednesday	May 13, 2026	9:00 AM – 2:00 PM
Thursday	May 14, 2026	9:00 AM – 2:00 PM
Friday	May 15, 2026	9:00 AM – 2:00 PM
Wednesday	May 20, 2026	9:00 AM – 2:00 PM
Thursday	May 21, 2026	9:00 AM – 2:00 PM
Friday	May 22, 2026	9:00 AM – 2:00 PM
Wednesday	May 27, 2026	9:00 AM – 2:00 PM
Thursday	May 28, 2026	9:00 AM – 2:00 PM
Friday	May 29, 2026	9:00 AM – 2:00 PM

## Time Commitment

Each posted shift lasts for 5 hours; however, volunteers may choose to work more hours. Volunteers have the flexibility to decide how many shifts they wish to sign up for.

Upon registering, you will receive further information and instructions about your shift by email.

## Volunteer Benefits

- Training on BCWF Memberships, BCWF Programs, and Office Orientation
- Gain valuable experience in a nonprofit setting
- Develop teamwork and organizational skills

**To register for this volunteer opportunity, please contact us at [volunteer@bcwf.bc.ca](mailto:volunteer@bcwf.bc.ca)**