

Look at all these Volunteer Jobs!!

***Training is available and will be provided for every role. As is mentoring.*

***Many of these roles (those away from the station) do not require any birding knowledge. And most can be done from your own home, and have a flexible schedule.*

Speakers Bureau Bookie

RPBO runs a series of in-person and in-field presentations by subject-matter experts throughout the year, to promote bird monitoring, identification and conservation as part of our Outreach efforts. The role of the Speakers Bureau Bookie is to coordinate the who, where, when, and how of these presentations. Be in contact with the presenters, the venue, the participants and RPBO Development to arrange and coordinate schedules, needs, promotion, and follow up. Work on your own time, and from your own location, this volunteer opportunity would suit a very organized person, with no reservations about reaching out to others to align schedules. No birding knowledge required.

Community Presentations Coordinator

RPBO receives many requests from community organizations who want to learn more about birds, their habitats, and their role in our environment. The Rocky Point Bird Observatory Community Presentation initiative exists to offer presentations about birds and bird conservation delivered by knowledgeable speakers. Upon receipt of a grant, RPBO wrote four presentations and a group of volunteers participated in training for the effective delivery of these presentations, and we have begun to build a database of organizations interested in booking. Presentations are available for community groups, schools, clubs, and other organizations throughout Greater Victoria and southern Vancouver Island. The Community Presentations coordinator will be responsible for the when, where and who of arranging these presentations.

Bird Bag Manager

Bird bags are the tiny, pillow-case type baggies that birds are put into for safe transportation between the nets and the monitoring station. Each bag is only used once, for one bird, before being tossed into the dirty laundry pile. This high degree of cleanliness is important to keep the birds healthy and safe, but this can easily amount to over a hundred bags a day used between the two stations. The Bird Bag Manager sees that the dirty bags are collected from both banding stations in Metchosin, taken home to wash and dry, and returned to the stations in a timely manner. Whether you do collecting or washing yourself, or you organize help from your peeps, this is a simple, but highly necessary role that requires no bird knowledge, just consistent time throughout the week, throughout the season.

Chief of Net Mending

RPBO uses mist nets in our monitoring efforts and damaged nets are costly in terms of destroyed assets and unusable products. When deer take a wrong turn, or high winds down large branches, holes (some small, some gaping) are torn in the nets, and wherever possible, need repair. Our Chief of Net Mending is the person who coordinates the who, where, and when of Net Mending parties, a few throughout the year, with groups of our volunteers to repair our mist nets. We'll show you how to make repairs, and the tools you need, and then let you run with it!

Videographer to the Birds

As a Videographer for RPBO, you bring practical and demonstrable experience in creating high-quality training and demonstration videos to educate and engage our audience on various aspects of bird monitoring, identification, conservation, and research. Working closely with the Monitoring Project Coordinators on needs assessment, your role will involve conceptualizing, filming, editing, and delivering short video content that effectively communicates our Banding Station Best Practices and Volunteer & Staff training methods in an accessible and compelling manner. Videos may be used on our website, in our social media posts, or as promotional material at workshops and events.

Money Guru - Treasurer of the Board

The Treasurer keeps the financial records for the Board, necessary to comply with the Society Act, and provides financial reporting to the directors, members and others when required. Though zero birdy knowledge is required, previous financial background, or related experience, is a must. The Treasurer is responsible for creating RPBO's annual budget, year-end financials, monthly Treasurer reports for Board Meetings, financial details for grant applications, overseeing the organization's filing with respect to taxes, and overall maintaining RPBO's financial policy. The Treasurer is an elected volunteer Director of the Board, for at least one two-year term.

Supreme Bean Counter (Accountant / Bookkeeper)

The Bookkeeper would be responsible for recording and reporting the daily financial transactions of RPBO (issuing invoices, paying bills, reconciling accounts, preparing financial statements, and assisting with filing taxes.) Working with the Treasurer and internal staff, you'd ensure accurate and timely financial information, using QuickBooks and other software. Previous similar experience is a must.

Director of First Impressions, Banding Station Liaison

Serve as a friendly face at our Pedder Bay banding station, welcoming visitors with warmth and enthusiasm. Provide information about our programs, activities, and facilities, ensuring visitors have all they need for an unforgettable experience. Support the needs of the Banders and Staff on shift.

Bird Book Librarian

Hundreds of bird books (and others) have been donated to our organization over the years for selling

or rehoming. RPBO's Bird Book Librarian would sort and catalog the books, and work with RPBO members to develop plans for distribution, storage, and fundraising. The goals of this initiative are to raise funds for RPBO's programs, expand awareness of RPBO in the community, and centralize our inventory.

Book Sale Coordinator

Director of Crafty Affairs, Craft Show Planner

Garage Sale Planner

These are three of our annual fundraising events. Each event needs a dedicated leader. The Planner would arrange the who, where, when, and how of the whole event - venue, date & time, event promotion, supplies, sale items - from set up & take down. RPBO has a large corp of volunteers that can be called upon to help out with each event, and previous years Action Plans are available. These Planners report to the Development Director who oversees RPBO's Fundraising initiatives. These events not only raise funds for RPBO's migration monitoring, public education and research programs, but also promote camaraderie and interaction with our Volunteers and expand awareness of RPBO in the community.

Par-tay! Planner

Your primary responsibility is to orchestrate the start-of-season and end-of-season group parties for Volunteers, Banders, Staff, and Board Members. We celebrate the launch of a new monitoring season by welcoming our staff & volunteers, new and returning. And we toast the success of a completed season, and thank everyone who participated for all their hard work.

Secure a host (someone's house/backyard), name the date, invite the guests, arrange for food, secure a presenter (usually a Bander) and equipment, help with set up and clean up. These are low-budget, high-fun events that we all look forward to every year!

Policy & Procedure Writer

Become our architect of efficiency! The procedure writer will help our Program Coordinators and Board of Directors to draft procedures that streamline our operations with precision and finesse - straightforward, easy-to-follow guidelines that act as a resource for current and future program leaders and support RPBO's Strategic Plan initiatives. Having details of roles and responsibilities written down is a very important step for clarity in current roles and knowledge to pass on in succession. Working with those heavily involved in Education, Development and Monitoring programs, you bring excellent communication and writing skills, and have access to a computer and internet connection. No knowledge of birds required. The timing and location of this job are at your discretion and the timelines are quite flexible.

Social Media Rockstar

Manage and maintain RPBO's presence across all major social media platforms. This involves

scheduling posts, monitoring comments and messages, and actively engaging with our followers to foster a sense of community and dialogue. Coordinate with and report to our Development and Education teams to promote our current campaigns, fundraising initiatives, and events. Champion our brand values and identity. Ensure consistency in messaging, tone, and visual aesthetics, and embody the essence of RPBO in every interaction.

Online Researcher, Recognition Awards

Volunteers give their time and energy with little thought of reward, but a positive experience (and a bit of recognition) plays a significant part in getting them to return. Many organizations offer recognition opportunities for excellence, but require applications in order to receive the award. We seek an individual able to research opportunities, and to work with the Board and the Program Directors to match award opportunities with deserving RPBO volunteers, and complete the application forms. RPBO wants to ensure that deserving volunteers are recognized and appreciated! No knowledge of birds required, but access to a computer and internet connection is a must. The timing and location of this job are at your discretion and the timelines are quite flexible.

Online Store marketer / Chief eCommerce Enthusiast

We are looking for a volunteer to take the reins as our Chief E-Commerce Enthusiast, to maintain and manage our existing online store. Regarding sales, this would include taking orders, tracking payments, communicating with purchasers, arranging distribution, and promoting follow up. Managing inventory levels of current merchandise, and working with Development and Outreach to provide ideas on additional items for sale. Get involved (and creative!) in fundraising strategies, by brainstorming innovative ideas to boost sales and drive traffic to our virtual storefront.

Inventory & Equipment Boss

This is a crucial role in ensuring the smooth operation of our projects by overseeing the management of our inventory and supplies. RPBO's three main Monitoring Projects as well as the Education & Outreach programs have amassed a large amount of physical gear and equipment over the years, the majority of which is stored in The White Pelican - as sea-can onsite at Rocky Point (DND property) in Metchosin. The Inventory Manager oversees the operation of this storage container, and distribution of the equipment within. Required gear and equipment must be available, in good repair, for field operations in advance of the season, and organized for issue to setup teams - Project Coordinators determine what preparations are required and when. An accurate inventory of equipment and consumable supplies is maintained and reported to the Treasurer annually. An inventory manifest exists already but must be continually maintained, especially during the monitoring season. Our corps of volunteers are available as helpers for any event as needed.

Road Crew / Captain of Site Operations - Station Open & Close events

The Road Crew plays a pivotal role in the outside onsite set up and tear down of our seasonal monitoring projects. As part of a larger team, you would be called upon two to three times a year to assist with the opening and closing of our Fall Migration (July/Oct), Owl Migration (Sept/Oct) and MAPS (May/June) monitoring stations. It is a great reassurance to the Project Coordinators to have reliable and consistent volunteer help in these areas, with experienced crew members on hand to offer guidance and help in training new-comers. Under guidance from the Operations Coordinator and the Project Coordinators, the Road Crew meticulously installs poles and nets, clears net lanes and walking paths, and sets up the station with all the gear, furniture and equipment. So if you like being outside, working with your hands (and the occasional small power tool), and being among friends, these one-day gigs a few times a year might be just the thing for you!

Board Director at Large

Rocky Point Bird Observatory is looking for a passionate, committed individual to serve on our Board. As a volunteer Director-at-Large, you will assist the all-volunteer Board of Directors with the direction of the organization, with emphasis on providing support as required, to other directors, programs and projects. With a passion for the cause, ethical integrity, adaptability, and a commitment to teamwork, Directors are vital members of a non-profit organization's governing body, contributing diverse skills to ensure effective leadership and governance. Possessing strong strategic thinking, communication, and decision-making abilities, they collaborate with fellow directors to set the organization's direction, oversee operations, and advance its mission. We are looking for good people to augment our team. Join us and help us to be the best we can be!

Your valuable skills and experience will help to further our mission in support of bird conservation through research, monitoring and public education. A volunteer Board Director is a rewarding opportunity to make a meaningful impact on our organization's mission, contribute to its success, and engage with a community of like-minded individuals dedicated to a common cause.

Scheduling Wizard, Volunteer shifts

We are seeking a dynamic individual to join our team as a Scheduler of Volunteer Shifts. This position plays a critical role in ensuring the smooth operation of our Monitoring Programs and Education & Outreach initiatives. The incumbent will proactively engage with our existing volunteer corps to fill open opportunities. The ideal candidate will have excellent organizational skills, strong communication abilities, and a passion for engaging with volunteers. Though email is a tool, this role will involve calling people, often on short notice, to fill immediate shifts. You must be persuasive and firm, but polite and creative in your approach to get the roles filled. We have the list of names and contact information, you just do the calling.

Scientific Publication Editor

This is a volunteer role that does not require being at the station (no car required). Especially appealing to current or former students working in or knowledge of analyzing data and biological research experience, and report writing. There are many research opportunities for those volunteers with the appropriate subject-matter experience. If interested, please contact us directly rpbo@rpbo.org

First Understudy, Migration Project Coordinator

Our songbird Migration Project Coordinator is looking for an understudy, with the goal and the intent to eventually take over the job entirely. This role requires a substantial bit of spare time, the ability to get to Metchosin nearly every day during the banding season (July21 to Oct18) and a knowledge of birds is required. As this role is more complex, if you are interested, please contact us directly. rpbo@rpbo.org

School Programs assistant

Public Outreach Events assistant

Victoria Bird Week assistant

These events and programs are led by RPBO's Lead Educator, with support from our Development Director. Events are scheduled throughout the year, some weekdays or weekends, some days and evenings. Locations vary from our public banding station at Pedder Bay in Metchosin, Outerbridge Park in Saanich, to locations throughout the greater Victoria area. As a member, and a volunteer you will be on the call list for all events. Choose only those that you can attend - one or many! This role especially suits those that have weekday spare time, teaching or instructing experience, a love of working with the public, and the willingness to learn from our subject-matter experts. Some knowledge of birds is helpful, but there is plenty of room to learn on the job.