



**Position: Community Engagement Volunteers**

**Organization: City of Burnaby**

**Project Background:** The City of Burnaby is developing an Environmental Sustainability Strategy to make sure that Burnaby continues to be a vibrant and resilient community, founded on economic, social and environmental sustainability.

**What is Sustainability?** Sustainability has many different definitions. Simply put, it is the long-term continuation of a thing or a system. Sustainability involves practices that support the well-being of ecosystems, our human health and prosperity, and the well-being of future generations.

Development of the Strategy is being led by a 23-member Steering Committee composed of Burnaby community leaders – including members representing stewardship and environmental groups, non-profit organizations, and the business community. The Committee is Chaired by Mayor Derek Corrigan, and Burnaby Councillors Dan Johnston, Colleen Jordan, Richard Chang and Sav Dhaliwal also serve on the Committee.

The Steering Committee has developed an initial framework to guide development of the Strategy, and now the Committee wants to reach out to other Burnaby community members to make sure we are heading in the right direction. To do this, starting January 2014, the City will be attending and organizing a number of community events to ask people about their environmental priorities for Burnaby. And we need your help!

**Position Description:** The City of Burnaby is looking for up to 10 individual volunteers to assist with community engagement events taking place starting January 2014. Specifically, volunteer tasks include:

- Spreading the word to your community networks about the Strategy and its goals, and encouraging people to get involved by sharing their opinions and attending the related community events;
- Suggesting other community events or networks for the City to connect with; and
- Attending *a minimum of two* related community events starting January 2014. Duties will include assisting City staff to:
  - approach community members in a friendly and engaging manner
  - describe the purpose of the Strategy
  - distribute materials as needed
  - help to transport and set up display booths and information
  - motivate a diverse range of community members to participate in the process
  - record the feedback collected at these events.

This role is very important to development of the Strategy, as the community engagement volunteers will be encouraging Burnaby residents to share their opinions and priorities. The information collected will help the Steering Committee to further develop the Strategy.

**Skills & Experience:** We are looking for friendly, out-going people who like working in a team environment and who like talking to others. Knowledge of environmental issues and environmental sustainability is an asset.

**Benefits & Recognition:** As a community engagement volunteer, you will be recognized by the Environmental Sustainability Strategy Steering Committee members for their contribution, either in the final document or on the City website. Also, you will be gaining valuable experience of what it is like to be involved in an important City of Burnaby project, while practicing your communication and networking skills. All necessary materials and equipment will be provided.

**Deliverables / Time Commitment:** We are looking for individual volunteers who are available to attend a training session (see below) and a minimum of two community events starting January 2014.

## Required Participation

- Attending *mandatory* 1-hour training session on Tuesday, December 10 from 6:30 p.m. – 7:30 p.m. at Burnaby City Hall (4949 Canada Way).
- Participating in a *minimum* of two other community events.

A sample possible event is:

- Lunar New Year Skate, January 31

## Approximate Position Start Date

January 2, 2014

## Approximate Position End Date

February, 2014 with possibility of extension.

## Time commitment

In total approximately 10 hours.

**Application Process:** Please submit a copy of your resume along with a short (1 – 2 paragraphs maximum) statement about why you would like to become a community engagement volunteer for Burnaby’s Environmental Sustainability Strategy to: [ecoplanning@burnaby.ca](mailto:ecoplanning@burnaby.ca) with ‘*Community Engagement Volunteer Application*’ in the subject line.

**Application Deadline:** Friday, November 22 / 4:00 p.m.

## For more information or to apply, please contact

City of Burnaby, Environmental Sustainability Strategy

[ecoplanning@burnaby.ca](mailto:ecoplanning@burnaby.ca) / 604-570-3623

[www.burnaby.ca/ess](http://www.burnaby.ca/ess)